

**Sole Source Application and Determination Form**

A sole source determination is not effective until the sole source application for determination has been posted on the Purchasing website for thirty (30) calendar days without protest and is subsequently approved in writing by the Vice President of Administration and Finance.

1. Name of Department:

Contact Name:

Phone:

Email:

1. Name of Prospective Vendor:

Contact Name:

Phone:

Email:

Estimated Cost:

Duration (for Services or Professional Services – limited to four years):

1. Purpose/need for purchase and detailed list of items of tangible property, services, or professional services:
2. Detailed explanation of criteria developed for this purchase:
3. Provide a detailed, sufficient explanation of the reasons, qualifications or unique capabilities of the prospective vendor that make that prospective vendor the one source for providing the items of tangible property, services, or professional services:
4. Provide a detailed, sufficient explanation of how the items of tangible property, services, or professional services is/are unique and how this uniqueness is substantially related to the intended purpose of the department/grant:
5. Please provide a narrative description department’s due diligence in determining a basis for the procurement. Include:
   1. method used to research and review other available sources (i.e. list of potential vendors from Purchasing, internet, state pricing agreements, purchasing cooperatives)
   2. list of vendors contacted, the date and method of contact (i.e. email, phone call)
   3. documentation explaining why:
      1. those vendors cannot provide the required items of tangible property, services, or professional services
      2. other similar items of tangible property, services, or professional services cannot meet the intended purpose of department/grant:

I certify I have performed thorough and diligent research and analysis to determine that [Vendor Name] is the only source capable of providing the required [Goods/Services]. I understand that violations of the New Mexico Procurement Code (Chapter 13, Article 1 NMSA 1978) can carry severe penalties. I affirm that the information provided in this Sole Source Determination is true and accurate to the best of my knowledge and belief.

Name, Title: AdobeSign/Date

Review: Purchasing Services (Name, Title): AdobeSign/Date

Website Posting Date:

Posting Expiration Date:

Protested (Yes/No):

Approval: Delilah A. Walsh AdobeSign/Date

Vice President of Administration and Finance

Version: July 2025