



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: Purchasing Services

Contact Name: Lisa Majkowski

Phone: 575-835-6168

Email: lisa.majkowski@nmt.edu

2. Name of Prospective Vendor: Bank of America

Contact Name:

Joshua Chaffin joshua.chaffin@bofa.com

Jennifer Zanganeh jennifer.zanganeh@bofa.com

Kathaleen Smith kathaleen.ford-smith@bofa.com

Estimated Cost: NA

Duration (for Services or Professional Services – limited to four years): Through conclusion of RFP process (estimated date: December 2026)

3. Purpose/need for purchase and detailed list of items of tangible property, services, or professional services:

Bank of America provides the PCard and Gas Card programs for New Mexico Tech. Procurement cards represent one of three essential procurement methods at the university.

4. Detailed explanation of criteria developed for this purchase:

New Mexico Tech is upgrading its ERP system to Banner SaaS. In September, the university will issue an IDIQ RFP to evaluate and select credit card system providers compatible with the new platform.

5. 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:

The University currently uses a custom API to import Bank of America credit card data into the ERP. Because Banner SaaS goes live in Summer 2027, developing a temporary API for a new credit card vendor is not practical.

6. 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:

Significant unknowns remain regarding credit card integration with Banner SaaS. Aligning future service decisions with system modernization—while keeping the current platform in place—ensures a familiar experience for stakeholders and allows the University to make deliberate choices.

7. Please provide a narrative description department's due diligence in determining a basis for the procurement. Include:
- method used to research and review other available sources (i.e. list of potential vendors from Purchasing, internet, state pricing agreements, purchasing cooperatives)
 - list of vendors contacted, the date and method of contact (i.e. email, phone call)
 - documentation explaining why:
 - those vendors cannot provide the required items of tangible property, services, or professional services
 - other similar items of tangible property, services, or professional services cannot meet the intended purpose of department/grant:

This sole-source contract maintains uninterrupted credit card services while the university completes the IDIQ RFP process.

Purchasing Services: Lisa Majkowski, Director *Lisa Majkowski* 08.28.2026

Website Posting Date: 08/31/2026

Posting Expiration Date: 09/30/2026

Protested (Yes/No):

Approval: Delilah A. Walsh
Vice President of Administration and Finance



28-Aug-2026