



Application for Determination of Sole Source Procurement

This form, with one or more categories completed, must accompany a purchase requisition for equipment, supplies or services exceeding \$20,000. Select the category or categories appropriate for this procurement. Attach all documentation necessary to support the application. Procurements of \$20,000 and greater shall be posted to the NM Tech Purchasing website for the mandatory thirty (30) day period per NMSA 13-1-126.1

Requesting Department:	Golf Shop	End User's Name:	NM Tech Golf Shop
Proposed Contractor:	Custom Prints and Promos LLC	Estimated Cost:	\$50,000.00
Product Description:	Backpacks (logoed)	Date:	06/30/2022

I am requesting a sole source procurement based on the following reasons:

- ☐ Compatibility of existing equipment or supplies; provide details in *Explanation*. Include manufacturer, model number and NMT PCN of existing equipment.
- ☐ Item specifically required for use in conjunction with grant or contract. Attach applicable grant or contract page and provide justification of why it is required for grant / contract and why other substitutes are not acceptable.
- ☐ Requirement is of a proprietary / copyright / licensing nature which is explained below.
- ☒ The requested product has unique design / performance specifications or quality requirements which are essential to my work, research protocol or teaching needs, and are not available in comparable products. Please discuss this uniqueness / performance below.
- ☐ NMT Staff has specialized training and / or extensive experience. Retraining would incur substantial cost in money / time as explained below.
- ☐ I have contacted other suppliers or service providers identified below and have considered their product, however, their products / services are not acceptable because they are lacking one or more technical capabilities as discussed below.
- ☐ The requested product is essential in maintaining / continuing experiments. Other investigators have used this product in similar research and for comparability of results, I require it.
- ☐ Contractor is the sole manufacturer and sole distributor and has unique features / characteristics not available from other sources (provide explanation and attach applicable documents).
- ☐ Product is a prototype; contractor offers a trade-in allowance; availability of service, parts or maintenance as discussed below.

Explanation: Specifications and features: Dedicated padded laptop sleeve pocket, 300 denier polyester canvas, spacious main compartment - dimensions 17.75"h x 11.5"w x 5"d approx. 1020 cubic inches

By signing below, requestor certifies that the information provided is accurate to the best of their knowledge.

Sabino Grijalva
Digitally signed by Sabino Grijalva
DN: cn=Sabino Grijalva, o=NM,
email=sabino.grijalva@nmt.edu, c=US
Date: 2022.06.30 17:27:04 -0600

End User Signature (actual signature required)

Chief Procurement Officer (signature required)

For use by Purchasing:

Date application received in purchasing: 7/1/22 NMT Web Posting date: 7/7/22 Expiration date: 8/6/22

Sabino Grijalva

Printed Name

Date

06/30/2022

Date