



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:	Aux/Golf	End User's Name:	NM Tech Golf Shop
Proposed Contractor:	Custom Prints and Promos LLC	Estimated Cost:	\$68,750.00
Product Description:	Backpacks (logoed)	Date:	12/14/2021

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, padded air mesh shoulder straps, padded back panel, dimensions: 17.75" h x 11.5" w x 5" d approximately 1.020 cubic inches. Color options

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

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <small>Digitally signed by Sabino Grijalva DN: cn=Sabino Grijalva, o, ou, email=sabino.grijalva@nmt.edu, c=US Date: 2021.12.14 08:27:01 -0700</small> </div> <div style="font-size: 1.2em; font-weight: bold; margin-bottom: 5px;">Sabino Grijalva</div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>End User Signature (actual signature required)</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; font-weight: bold;">Sabino Grijalva</div> <p>Printed Name</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; font-weight: bold;">12/14/2021</div> <p>Date</p>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Chief Procurement Officer (signature required)</p>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Date</p>	

For use by Purchasing:

Date application received in purchasing: 12/14/21 NMT Web Posting date: 12/14/21 Expiration date: 1/13/22