



## 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: | NMT Golf Shop |
| Proposed Contractor:   | Joseph Elliott USA 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, 400 denier durable polyester canvas, big front compartment with organizational panel, front utility pocket, padded shoulder straps, padded back panel, dimensions: 17" h x 12" w x 5" d. Over 30 compartments.

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

|                                                                                                                                                                                                 |                        |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|
| <b>Sabino Grijalva</b><br><small>Digitally signed by Sabino Grijalva<br/>DN: cn=Sabino Grijalva, o=NM Tech,<br/>email=sabino.grijalva@nmt.edu, c=US<br/>Date: 2021.12.14 08:25:02 -0700</small> | <b>Sabino Grijalva</b> | <b>12/14/2021</b> |
| End User Signature (actual signature required)                                                                                                                                                  | Printed Name           | Date              |
|                                                                                                                                                                                                 |                        |                   |

Chief Procurement Officer (signature required)

For use by Purchasing:

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