

## 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:  
Proposed Contractor:  
Product Description:

End User's Name:  
Estimated Cost:  
Date:

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:

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

End User Signature (actual signature required)

Printed Name

Date

Chief Procurement Officer (signature required)

Date

For use by Purchasing:

Date application received in purchasing: \_\_\_\_\_ NMT Web Posting date: \_\_\_\_\_ Expiration date: \_\_\_\_\_

1. Compatibility

I contacted Thermofisher, who produces an IC system for IC-ICP-MS. Their response was that their instrument was not compatible with the Agilent instrumentation at NMT. The Prepfast system is compatible with Agilent equipment (see email screen shot appended below).

2. Contract

My offer letter states specifically that this particular system will be purchased. See appended document.

3. Unique design/ performance

The Metrohm IC-ICP-MS offers coupling with the Agilent instrument on campus, unlike Thermofisher's system, and was also considered. However, the Prepfast offers specific performance that the Metrohm system does not. First the Metrohm system does not have an off the shelf speciation kit for vanadium, which is a key to how I am hoping to use this instrument. Additionally, the Metrohm system is an open autosampler design (left image below) and is less clean than the Prepfast's closed cabinet design (right image below) (i.e. it does less to protect samples from room air during analysis). Metrohm's system runs using Empower™ 3 software, whereas the prepfast system uses Xceleri, which the primary instrument user, Dr. Coyte, is more familiar with. The Prepfast autosampler can also act as an autosampler for total metals analysis, meaning that multiple types of runs can be set up at the same time.



[www.metrohm.com](http://www.metrohm.com)





**Johnson, Timothy E.**

to me ▾

1:23 PM (1 hour ago) ☆ ↶ ⋮

Hi Rachel,

Placing our IC in front of the Agilent icpms would be problematic so I would say no.  
Sent from my iPhone

On Feb 4, 2024, at 8:27 PM, Coyle, Rachel <[rachel.coyle@nmt.edu](mailto:rachel.coyle@nmt.edu)> wrote:

**CAUTION:** This email originated from outside of Thermo Fisher Scientific. If you believe it to be suspicious, report using the Report Phish button in Outlook or send to [SOC@thermofisher.com](mailto:SOC@thermofisher.com).

Hi Tim,

I'm interested in IC-ICP-MS. I have an Agilent 7900 ICP-MS. Does **thermo** sell a system that would communicate with this system, and could do speciation of As, V, Cr, Se, and Gd?

Best,

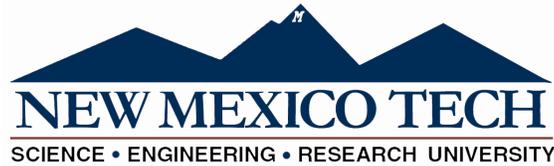
Rachel

On Sun, Feb 4, 2024 at 7:56 PM Johnson, Timothy E. <[timothy.johnson@thermofisher.com](mailto:timothy.johnson@thermofisher.com)> wrote:

Hi Rachel,

Thank you for your inquiry. How can I help you?

Tim



April 11, 2023

Dr. Rachel Coyte  
275 Mendenhall Laboratory, 125 South Oval Mall  
Columbus, OH 43210-1398

Dear Dr. Coyte,

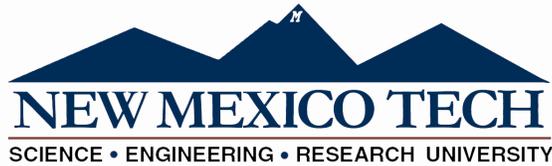
Upon the recommendation of Dr. Bruce Harrison, Chairperson of the Department of Earth & Environmental Science (EES), I am pleased to offer you a tenure-track position as Assistant Professor in the EES Department at a salary of \$75,000 for nine months of service. The position is jointly supported by Academic Affairs and the Division of Research through the Geophysical Research Center (GRC). The Office of Academic Affairs has agreed to cover relocation expenses for your household up to a maximum of \$5,000. Should employment end within nine months of the hire date, the relocation expenses will need to be paid back to the institution.

The Research Office is prepared to provide you \$120,000 in start-up funds for establishing a research program. Together with the Bureau, **they will also purchase the prepFAST IC system as specified and quoted in your request.** Please work with the Research Office in obtaining these funds, which must be spent or encumbered by June 30, 2025. Upon your signing of a second-year contract for this position, the Research Office will also provide you two months of your 2023 Fall semester salary (2/9 academic year salary at the time of hire) payable per your request during the next three summers to allow you time to initiate a research program, write proposals, etc.

We commit to working with you to remodel the intended lab space. Because available resources are limited, proposed changes to the laboratory space are subject to review and approval by the administration with NMT providing up to \$40,000 in support of approved changes.

Your initial appointment will start in the 2023 Fall semester, beginning on August 7, 2023 through May 12, 2024, in line with the standard dates for academic contracts, tenure, and promotion. This corresponds to a pay period that begins on July 31, 2023 and a pay period that ends on May 5, 2024. On your electronic Personnel Action Form, you will be able to specify if you would like to have your 9-month salary paid out over 20 or 26 pay periods.

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Your duties shall include, but are not restricted to,

- teaching undergraduate and graduate courses in appropriate disciplinary areas (due to GRC funding, this is typically 3 courses per year or 9 credits), as assigned by the Chairperson that includes grading, office hours, etc.;
- establishing a research program that is attractive to external funding agencies and disseminates research through the peer-review publication process and presentations at the professional level;
- contributing to the department's and institution's efforts in supporting student academic success while engaging and encouraging students from diverse academic, socioeconomic, and cultural backgrounds;
- serving as academic and research advisor for undergraduate and graduate students;
- assisting in department and university activities that includes assessment and accreditation, committee service (e.g., graduate student), and attending department meetings.
- There may be day, evening, and/or weekend classes and classes may need to be conducted through multifaceted teaching strategies for person-to-person, hybrid, or online teaching modalities.
- All members of the faculty also have the responsibility to accept those reasonable duties assigned to them within their fields of competence. Actual assignments will depend on department and program needs.

To assist you with your transition into your new role at NMT, we are offering a variety of faculty development events starting on August 4, 2023 for new faculty and continuing for all faculty throughout the week of August 7. We encourage you to be on campus for these events.

To be granted promotion and tenure, a faculty member must have demonstrated a capacity to contribute substantially to the mission of the Institute in the areas of teaching, research, and service, and must show promise of sustained distinction in these areas. Teaching at the undergraduate and graduate levels is a fundamental role for a member of the faculty and, thus, excellence and effort towards continuous improvement are expected. In addition, an active research program will need to be developed as evidenced by regular publications appropriate to your discipline. Service to the Department, Institute, community, and profession are anticipated as well.

This is a probationary appointment that may lead to the acquisition of tenure consistent with New Mexico Tech policy. Your probationary period is up to six years with a tenure decision typically made at the end of the fifth year of service, specifically, May 2028. However, a candidate's tenure committee may recommend early tenure at any time.

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Further details of employment and tenure can be found on the Academic Affairs policies and procedures webpage, specifically the Policy and Procedure for Appointment, Promotion and Tenure. The Consulting Policy document, enclosed, is applicable to our offer of employment and all consulting must be approved by the Vice President for Academic Affairs.

You are eligible for a salary increase each year of service after the first academic year, consistent with yearly salary reviews and possible cost-of-living and merit adjustments as budgets allow.

Many benefits are available to New Mexico Tech personnel. You may choose to participate in the health, dental, vision, and life insurance plans, the cost of which is shared by New Mexico Tech and the employee. The health, dental, and vision insurance pre-tax premiums are determined by the salary level and are regulated by New Mexico statute. You also have the option of participating in a salary-reduction flexible spending plan (FSA), whereby you can reduce your taxable income by the specified amount for non-reimbursed medical expenses, and by a specified amount for dependent care.

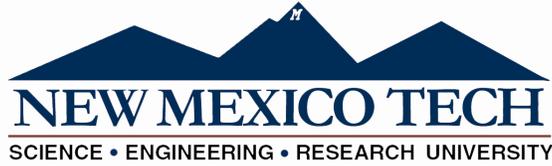
In addition to your Social Security contribution, you will be contributing a tax-deferred percentage of your gross earnings to the New Mexico Educational Retirement Board (NMERB) Defined Benefit Plan (DBP) or you have the option to participate in the Alternative Defined Contribution Plan (ARP). The bi-weekly contributions for NMERB pre-tax are 10.70% employee and 17.15% employer. Of the employer contribution rate, effective July 1, 2022 through June 30, 2023, 6.25% and on or after July 1, 2023, 7.25% is remitted directly to the ERB fund to cover the actuarial impact of the DBP attributable to employees participating in the ARP rather than the DBP.

You may choose to take advantage of our tuition waiver program, participate in the credit unions and enjoy the many recreational facilities at New Mexico Tech. Questions regarding benefits will be answered by our Human Resources Office.

Please be advised that an official graduate transcript must be presented to the Human Resources Office within two weeks of employment. You must provide required documents to our Human Resources Office verifying eligibility to legally work in the United States on the first day of employment.

If you agree with the terms and conditions of employment as offered in this letter, please sign the statement below and return the original signed copy to Academic Affairs no later

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than April 26, 2023. We would appreciate a confirmation of your acceptance by email at [vpaa@nmt.edu](mailto:vpaa@nmt.edu).

DocuSigned by:  
*Dr. Stephen Wells*  
ABC2065F52F51C8...

Sincerely,

Dr. Stephen G. Wells  
President

Cc: M. Jackson, B. Harrison, S. Simpson, M. Doyle, Human Resources

I understand and agree to the terms and conditions of appointment as presented in this letter.

*Rand M. G...*  
\_\_\_\_\_  
Signature

*17 Apr. 2023*  
\_\_\_\_\_  
Date

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