

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: ITC
Contact Name: Linda Gonzales
Phone: 575-835-5702
Email: Linda.gonzales@nmt.edu

2. Name of Prospective Vendor: BBS Group LLC
Contact Name: Holm Bursum IV
Phone: 575-835-8235
Email: cbursum@socorrobanking.com
Estimated Cost: \$63,000.00 per year
Duration (for Services or Professional Services – limited to four years): Four years through April 2030

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

To secure continued use of privately owned building and land offsite that provides complete co-location services, which includes a separate physical location of servers from the actual place of business, 24-hour access and support services to the servers, 24-hour virtual networking capability, and 24-hour security of the servers. Co-locating the data warehouse servers ensures that the data and information stored on the servers are safeguarded against fire, theft, flood, and damage. Co-locating with virtual networking capabilities is also required because it allows the data to be stored and retrieved as if the distant hardware was onsite. Creating redundancies in IT infrastructures is integral in maintaining and safeguarding information so that compromises to the physical location of a business will not affect the information and data stored on the servers.

4. Detailed explanation of criteria developed for this purchase:

The criteria for this purchase is the remote, off campus location which has sufficient security, space, networking and telecommunication capabilities to support business activities in the event of disaster recovery

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 current leased facility is the only available infrastructure in Socorro, NM to meet the requirements of a secure colocation.

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:

The property has a block wall providing adequate security, there is reliable network and telephone connectivity and 24/7 access. The building has access control, cameras, temperature, moisture, water, smoke sensors and monitoring and alerting of both room and premises that could affect customer space. Fire suppression system.

7. Please provide a narrative description department's due diligence in determining a basis for the procurement. Include:

- a. method used to research and review other available sources (i.e. list of potential vendors from Purchasing, internet, state pricing agreements, purchasing cooperatives)
- b. list of vendors contacted, the date and method of contact (i.e. email, phone call)
- c. documentation explaining why:
 - i. those vendors cannot provide the required items of tangible property, services, or professional services
 - ii. other similar items of tangible property, services, or professional services cannot meet the intended purpose of department/grant:

BBS Group is the only vendor that can provide a facility to meet the standards required for a colocation for NMT.

Aside from this location, suitable building/infrastructure availability with required specs are extremely limited in Socorro. A change from the current location would cause considerable disruption to ITC services.

I certify I have performed thorough and diligent research and analysis to determine that [BBS Group] is the only source capable of providing the required [Co-location for NMT]. I understand that violations of the New Mexico Procurement Code (Chapter 13, Article 1 NMSA 1978) can carry severe penalties. I affirm that the information provided in this Sole Source Determination is true and accurate to the best of my knowledge and belief.

Name, Title:

AdobeSign/Date

Linda Gonzales Business Operations Supervisor *4/16/26*

Review: Purchasing Services: Lisa Majkowski, Director *Lisa Majkowski* 04.24.2026

Website Posting Date: 04/24/2026

Posting Expiration Date: 05/24/2026

Protested (Yes/No):

Approval: Delilah A. Walsh

Vice President of Administration and Finance



24-Apr-2026







Sole Source_BBS Group_ITC Server Building Lease_04.24.2026

Final Audit Report

2026-04-24

Created:	2026-04-24 (Mountain Daylight Time)
By:	Lisa Majkowski (lisa.majkowski@adobe.nmt.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGqlx_rrUT_z_z2AKF12cYNAgN7VoiLVC
Number of Documents:	1
Document page count:	3
Number of supporting files:	0
Supporting files page count:	0

"Sole Source_BBS Group_ITC Server Building Lease_04.24.2026" History

-  Document created by Lisa Majkowski (lisa.majkowski@adobe.nmt.edu)
2026-04-24 - 2:36:02 PM MDT
-  Document emailed to Delilah Walsh (Delilah.Walsh@nmt.edu) for signature
2026-04-24 - 2:36:30 PM MDT
-  Email viewed by Delilah Walsh (Delilah.Walsh@nmt.edu)
2026-04-24 - 2:37:05 PM MDT
-  Agreement viewed by Delilah Walsh (Delilah.Walsh@nmt.edu)
2026-04-24 - 2:37:05 PM MDT
-  Document e-signed by Delilah Walsh (Delilah.Walsh@nmt.edu)
Signature Date: 2026-04-24 - 2:37:19 PM MDT - Time Source: server
-  Agreement completed.
2026-04-24 - 2:37:19 PM MDT