

## 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: Admissions  
Contact Name: [Juliann Ulibarri](#)  
Phone: 575-835-5880  
Email: [juliann.ulibarri@nmt.edu](mailto:juliann.ulibarri@nmt.edu)
2. Name of Prospective Vendor: Technolutions, Inc.  
Contact Name: Ryan Egan  
Phone: 203-404-4954  
Email: [slate-agreements@technolutions.com](mailto:slate-agreements@technolutions.com)  
Estimated Cost: 50,000.00  
Duration (for Services or Professional Services – limited to four years): 1 Year
3. Purpose/need for purchase and detailed list of items of tangible property, services, or professional services: [Slate Software License](#)
4. Detailed explanation of criteria developed for this purchase: [Slate is one of the programs used to track applications, new students, communications, engagement, and progress to enrollment.](#)

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: [Slate is one of the few programs out there for admissions and communications, and the best price for what is needed for NMT.](#)
  
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: [Slate is only for admissions. The system tracks full-funnel engagement and progress toward enrollment for both undergraduate and graduate programs. In addition, it serves as a repository for critical admissions documents, including transcripts and test scores. As students engage through various channels, including leads, inquiries, applications, admissions, payments, enrollment, event registration, and other forms of educational interaction, the system tracks key metrics to help NMT determine whether the student is likely to be successful.](#)
  
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) [The institution reviewed multiple solutions, including Salesforce and Target X, but none of them had the application capabilities of Slate.](#)
  - b. list of vendors contacted, the date and method of contact (i.e. email, phone call) Phone call with both April 16, 2025
  - c. documentation explaining why:
    - i. those vendors cannot provide the required items of tangible property, services, or professional services: Salesforce and Target X
    - ii. other similar items of tangible property, services, or professional services cannot meet the intended purpose of department/grant: Salesforce and Target X

I certify I have performed thorough and diligent research and analysis to determine that Technolutions Inc. is the only source capable of providing the required Slate Solutions. 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. I

Name, Title: Brandon Boulter, AVP Strategic Enrollment Management  
*Brandon Boulter* \_\_\_\_\_ Brandon Boulter 9/15/25

Review: Purchasing Services: Lisa Majkowski, Director of Purchasing *Lisa Majkowski* 09.18.2025

Website Posting Date: 09/18/2025

Posting Expiration Date: 10/18/2025

Protested (Yes/No):

Approval: Delilah A. Walsh



Vice President of Administration and Finance

18-Sep-2025

Version: July 2025





# Technolutions Sole Source\_09.18.2025

Final Audit Report

2025-09-18

Created:	2025-09-18 (Mountain Daylight Time)
By:	Lisa Majkowski (lisa.majkowski@adobe.nmt.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhAhZyppEtkOk4KDRAQ817JWE_hCvZTk1
Number of Documents:	1
Document page count:	4
Number of supporting files:	0
Supporting files page count:	0

## "Technolutions Sole Source\_09.18.2025" History

-  Document created by Lisa Majkowski (lisa.majkowski@adobe.nmt.edu)  
2025-09-18 - 1:53:52 PM MDT
-  Document emailed to Delilah Walsh (Delilah.Walsh@nmt.edu) for signature  
2025-09-18 - 1:54:38 PM MDT
-  Agreement viewed by Delilah Walsh (Delilah.Walsh@nmt.edu)  
2025-09-18 - 3:50:16 PM MDT
-  Document e-signed by Delilah Walsh (Delilah.Walsh@nmt.edu)  
Signature Date: 2025-09-18 - 3:50:50 PM MDT - Time Source: server
-  Agreement completed.  
2025-09-18 - 3:50:50 PM MDT