



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: Business Operations
Contact Name: Tammy Roof
Phone: x6954
Email: tammy.roof@nmt.edu

2. Name of Prospective Vendor: TouchNet Information Systems
Contact Name: Randy Gehres
Phone: 888-621-4451
Email: RG24275@globalpayments.com
Estimated Cost: \$305,000.00 over 2 years (\$152,000 per year)
Duration (for Services or Professional Services – limited to four years): 2 years (FY27 and FY28)

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

New Mexico Tech (NMT) requires continued licensing, support, and maintenance of the TouchNet eCommerce platform to provide secure electronic payment services for students, departments, and auxiliary operations. TouchNet serves as NMT's enterprise payment platform and is integrated with institutional business processes and third-party payment processing services.

The purchase includes continued access to:

- Enterprise payment gateway for credit card, ACH, and debit card transactions
- Student tuition and fee payment portal
- Payment plan management

- Electronic billing (eBilling)
- Electronic deposits (eDeposits)
- Electronic refunds (eRefunds)
- Departmental eCommerce storefronts
- Cashiering software and payment management
- Credit card processing equipment and associated support
- Technical support, software maintenance, and security updates

Without continued TouchNet services, students would be unable to make online payments, the Sponsored Projects Accounts Office (SPA) would be unable to process electronic payments, and NMT would lose the integrated payment services that support PCI-compliant credit card processing through Heartland. This would significantly disrupt university business operations and student services.

4. Detailed explanation of criteria developed for this purchase:

The procurement is for the continuation of an existing enterprise-wide services under multi-year agreements.

The evaluation criteria for this purchase include:

- Compatibility with NMT's existing financial and student payment infrastructure
- Continuity of critical payment processing operations
- Existing integration with Heartland payment processing services
- Maintenance of PCI DSS compliance
- Vendor's ability to provide ongoing software support, maintenance, security updates, and technical assistance
- Compliance with the terms and pricing established in the existing multi-year agreement

Because this purchase is for continued support under an existing contract, no new technical evaluation was required.

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:

TouchNet is the provider of NMT's existing enterprise eCommerce platform and is the only vendor authorized to provide licensing, maintenance, software updates, and support for the proprietary TouchNet system currently deployed by NMT.

TouchNet provides an integrated solution that includes:

- Secure payment gateway services
- Student account payment processing
- Payment plans
- eBilling
- eDeposits
- eRefunds
- Departmental eCommerce services
- Cashiering software
- Credit card processing equipment and associated software

These services are fully integrated into NMT's business operations and work in conjunction with Heartland payment processing to maintain PCI DSS compliance.

No third-party vendor can provide maintenance, licensing, software updates, or support for the proprietary TouchNet platform. Replacing the platform would require a separate competitive procurement, extensive implementation efforts, system integrations, staff training, data migration, testing, and business process changes that are outside the scope of this procurement.

Failure to continue services with TouchNet would interrupt online payment capabilities for students and departments and negatively impact university financial operations.

The discontinuation of services with TouchNet would constitute a breach of contract.

If NMT does not use TouchNet it prevents students from making payments online, prevents SPA from processing payments, and is NMT's servicing provider for Heartland that ensures PCI compliance for credit card payments.

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:

TouchNet provides the enterprise payment platform currently used throughout NMT and is uniquely integrated with the university's payment processing environment.

The services are unique because they:

- Support all online student payment functions
- Integrate with existing university financial and cashiering processes
- Interface with Heartland payment processing services
- Maintain PCI DSS compliance for electronic payment processing
- Support multiple payment methods, including credit card, ACH, and debit card transactions
- Provide a single enterprise platform for student payments and departmental eCommerce activities

NMT entered into a multi-year sole source agreement with TouchNet in March 2024. Continued procurement under that agreement ensures uninterrupted operations, protects prior implementation investments, and avoids unnecessary costs and operational risks associated with replacing an enterprise payment platform before the end of the contract term.

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)

No additional market research was conducted for this procurement because it is a continuation of services under the existing multi-year agreement executed in March 2024. The discontinuation of services with TouchNet would constitute a breach of contract. The original procurement determined that TouchNet met NMT's operational and technical requirements as the sole source provider for the existing enterprise payment platform.

- b. list of vendors contacted, the date and method of contact (i.e. email, phone call)

None. This procurement is for continued licensing, maintenance, and support of the existing TouchNet system under the current multi-year agreement. No other vendors were contacted because only TouchNet can provide authorized support and licensing for its proprietary software.

c. documentation explaining why:

TouchNet is the sole provider of the proprietary software and services currently implemented at NMT.

Other vendors cannot provide:

- Licensing for the existing TouchNet platform
- Software maintenance and updates
- Technical support for the deployed system
- Continued operation of the existing integrated payment environment

Replacing TouchNet would require a new enterprise payment solution, including procurement, implementation, integration with university systems, migration of payment services, testing, staff training, and transition planning. Such a replacement is beyond the scope of this procurement and would disrupt critical university payment operations.

Continued use of TouchNet is necessary to maintain uninterrupted online payment services for students and departments, support Student Payment Office operations, preserve integration with Heartland payment processing, and maintain PCI DSS compliance under the existing enterprise payment environment.

- 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:

I certify I have performed thorough and diligent research and analysis to determine that TouchNet Information Services is the only source capable of providing the required TN Annual Subscription Services. 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: Tammy Roof, Accounting Analyst



Review: Purchasing Services (Name, Title):

Website Posting Date: 07/20/2026



Meradeth Montoya (Jul 8, 2026 10:53:15 MDT)

Posting Expiration Date: 08/20/2026

Protested (Yes/No):

Approval: Delilah A. Walsh

Vice President of Administration and Finance



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