



Sole Source Justification

ROUTING	PMM purchasing@nmsu.edu Phone 646-2916
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In accordance with Procurement Code 13-1-126 and NMSU's Business Procedures Manual, submit this form for purchases exceeding \$20,000. Attach the completed/signed form, with a vendor quote, to the AggieMart requisition or forwarded requisition to Procurement Services by email to purchasing@nmsu.edu (Req# in Subject of email) and simultaneously submitting a Banner requisition. (Note: Purchases \$60,000 or greater will be posted on NMSU's public site for 30 days).

SECTION 1: REQUESTOR INFORMATION

Requestor Name: _____ Requisition: _____
 Department: _____ E-mail Address: _____ Phone: _____

SECTION 2: REQUEST DETAILS

Please check applicable blocks:

- Sole Vendor Sole Brand Product Service

Proposed Vendor: _____ Dollar Amount: \$ _____

Address: _____ Term: _____

Listing of Services or Items to be Purchased: _____

What exception(s) describes the reasoning for this purchase, thus eliminating competition?

Please check applicable blocks.

- Compatibility of existing equipment or supplies; give details and include manufacturer and model number of existing equipment below. (Explain below.)
- Item specifically required for use in conjunction with grant or contract. (Attach applicable page grant or contract page and provide justification of why it is required for grant/contract and why other substitutes are not accepted.)
- Requirement is of a proprietary/copyright/licensing nature. (Explain below.)
- The requested product has unique design/performance specifications or quality requirements which are essential to my work needs or research/teaching needs and are not available in comparable products. (Explain unique feature/characteristic below.)
- NMSU has specialized training and/or extensive experience; retraining would incur substantial cost in money/time. (Explain below.)
- The requested product is essential in maintaining/continuing experiments. (Explain below; provide purchase order numbers.)
- Renewal of support / maintenance / subscription of software, technology, or other intellectual property. (Explain below.)
- Other (Explain below.)

Explanation:**SECTION 3: REQUESTOR APPROVAL**

Director/Department Head/PI (No designee authorized):

Printed Name: _____ Signature: _____ Date: _____

SECTION 4: OFFICIAL APPROVAL

Procurement Services: This procurement meets the requirements of 13-1-126 NMSA 1978 for a sole source procurement.

Printed Name: _____ Signature: _____ Date: _____

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