

Proposed Sole Source Purchase Form

For all proposed sole source requirements equal to or greater than \$20,000.00, the Requester is to complete this form to support the sole source nature of the requirement and submit to the Purchasing Department with the requisition.

Additionally, pursuant to New Mexico Procurement Law, the ENMU-Roswell Purchasing Department is required to post all proposed sole source requirements greater than the Formal Bid Limit on the ENMU-Roswell Sunshine Portal for 30 days prior to purchase of goods or services (additional pages may be attached, if necessary).

1. GENERAL INFORMATION.

Date of Request: _____

Name of Requester: _____ **Title:** _____

Department: _____

Contact Information (phone/email): _____

Proposed Vendor: _____

Estimted Dollar Amount: _____

Terms of Contract: _____

A. Description of goods/services to be acquired:

B. Reason for Purchase:

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BASIS FOR SOLE SOURCE PURCHASE (Choose applicable box(es) and provide additional information)

C. Proprietary item, technology, service, only available from the proposed vendor (describe propriety component).

D. Compatibility requirement with existing item, technology, service (describe proprietary component).

E. Renewal of support/maintenance/subscription of software, technology or other intellectual property (provide description)

F. Other basis for Sole Source (provide description).

2. SUPPLEMENTAL DETAILS (Provide additional information as requested below)

A. Describe in detail the unique capabilities of the proposed vendor's goods/services and/or personnel performing the work and why this constitutes the only source. Focus on what is unique about the goods/services and why no other vendor could meet your needs.

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B. Describe the due diligence made to locate other possible sources including communications with other universities, communications with similar providers, web searches, yellow page searches, review of advertisements and trade publications, etc.

C. List the other vendors who were contacted. Describe the specs/qualifications/criteria that the other vendors were unable to satisfy.

Requester Signature: _____

Requester Printed Name: _____

Date: _____