



# Sole Source Justification

ROUTING	PRSM, MSC 3890 purchasing@nmsu.edu Phone 646-2916 Fax 646-1351
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Use this form for Purchases exceeding \$20,000 for goods, \$60,000 for professional services. Please print.  
**Please attach vendor quote/proposal.**

## 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.)
- Vendor is the sole manufacturer and sole distributor. (Attach applicable documents.)
- Renewal of support / maintenance / subscription of software, technology, or other intellectual property. (Explain below.)
- Other (Explain below.)

### Explanation:

## SECTION 3: REQUESTOR APPROVAL

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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