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 **Proposed Sole Source Purchase Form**

Pursuant to New Mexico Procurement law, the UNM Purchasing Department will post your completed form on the UNM Sunshine Portal for 30 days prior to purchase of the goods/services.

1. **GENERAL INFORMATION. PLEASE PROVIDE THE FOLLOWING:**

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| **Date of Request** |  | **Requisition Number (If Applicable**) |  |
| **Request Submitted by:** |  | **Title** |  |
| **Department** |  | **Email** |  | **Phone** |  |
| **Proposed Vendor** |  | **Amount** |  |
| **Buyer Team - See Commodity list at http://www.unm.edu/~purch/commcodes.pdf** |  |
| **Provide a basic description of goods/services to be provided:**  |
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| **Why is this purchase needed?** |
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1. **BASIS FOR SOLE SOURCE PROCUREMENT. CHOOSE APPLICABLE BOX(ES) AND PROVIDE ADDITIONAL INFORMATION, AS REQUESTED:**

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|[ ]  **Proprietary item, technology or service only available from the proposed vendor. (Check box and describe proprietary component)** |
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|[ ]  **Compatibility requirement with existing item, technology or service. (Check box and describe compatibility requirement)** |
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|[ ]  **Renewal of support/maintenance/subscription of software, technology or other intellectual property. (Check box and describe)** |
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|[ ]  **Other Basis for Sole Source: Please describe below:** |
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1. **SUPPLEMENTAL DETAILS. PLEASE PROVIDE ADDITIONAL INFORMATION AS REQUESTED BELOW:**

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| **Describe in detail the unique capabilities of the proposed vendor’s goods/service and/or personnel performing the work and why this constitutes the *only* source. Focus on what is unique about the goods/service and why no other vendor could meet your needs.** |
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| **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.** |
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| **List the other vendors who were contacted. Please describe the specs/qualifications/criteria that the other vendors were unable to satisfy.**  |
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