

REQUEST FOR SOLE BRAND OR SOLE SOURCE ITEM PURCHASE

I. REQUEST FOR SOLE BRAND DETERMINATION

REQUISITION NUMBER: _____

Complete the following sections with the rationale for the request for a sole brand purchase. This section must be completed if you are requesting an ITEM be purchased based on a Sole Source Determination. Attach any documentation such as other suppliers contacted, sources checked, etc.

1. [] Patented Item/Proprietary Item
Brand Name: _____ Manufacturer/Patent Holder _____
Reason other brands are unacceptable: _____

2. [] Specified in Contract, Grant, Cooperative Agreement, Etc.
Contract, Grant, Agreement Number: _____ Awarding Agency: _____
ATTACH COPY OF PAGE OF AGREEMENT THAT SPECIFIES THE SPECIFIC BRAND

3. [] Compatibility with existing equipment
Brand Name: _____ Date of Original Purchase: _____
Warranty Period of original equipment: _____
Reason for compatibility requirement: _____

4. [] For evaluation purposes:
Purpose of evaluation; _____

5. [] Other: Specify _____

II. REQUEST FOR SOLE SOURCE DETERMINATION SECTION I ABOVE MUST ALSO BE COMPLETED

- 1. [] Only available from manufacturer
- 2. [] Only dealer in New Mexico. State why out-of-state dealer is unacceptable: _____

- 3. [] Only authorized service dealer in New Mexico
- 4. [] Other: _____

PRICE JUSTIFICATION IF OVER \$25,000 (Attach Documentation)

[] Catalog [] Cost comparison [] Price Comparison

Requestor: _____ Date: _____

Buyer: _____ Date: _____

Manager/Director: _____ Date: _____