Application for Determination of Sole Source Procurement

This form, *with one or more categories completed*, must accompany a purchase requisition for equipment, supplies or services exceeding $20,000. Select the category or categories appropriate for this procurement. Attach all documentation necessary to support the application. Procurements of $60,000 and greater shall be posted to the NM Tech Purchasing website for the mandatory thirty (30) day period per NMSA 13-1-128.

Requesting Department:	ITC	End User's Name:	Christopher B Knight
Proposed Contractor:	Ellucian	Estimated Cost:	$1,324,216.00
Product Description:	Integrated technology solutions specifically designed for higher education institutions.	Date:	05/07/2025

I am requesting a sole source procurement based on the following reasons:

[ ] Compatibility of existing equipment or supplies; provide details in *Explanation*. Include manufacturer, model number and NMT PCN of existing equipment.

[ ] Item specifically required for use in conjunction with grant or contract. Attach applicable grant or contract page and provide justification of why it is required for grant / contract and why other substitutes are not acceptable.

[ ] Requirement is of a proprietary / copyright / licensing nature which is explained below.

[✓] The requested product has unique design / performance specifications or quality requirements which are essential to my work, research protocol or teaching needs, and are not available in comparable products. Please discuss this uniqueness / performance below.

[✓] NMT Staff has specialized training and / or extensive experience. Retraining would incur substantial cost in money / time as explained below.

[ ] I have contacted other suppliers or service providers identified below and have considered their product, however, their products / services are not acceptable because they are lacking one or more technical capabilities as discussed below.

[ ] The requested product is essential in maintaining / continuing experiments. Other investigators have used this product in similar research and for comparability of results, I require it.

[✓] Contractor is the sole manufacturer and sole distributor and has unique features / characteristics not available from other sources (provide explanation and attach applicable documents).

[ ] Product is a prototype; contractor offers a trade-in allowance; availability of service, parts or maintenance as discussed below.

Explanation:

Please see attached.

By signing below, requestor certifies that the information provided is accurate to the best of their knowledge.

[signature]	Christopher B Knight	05/07/2025
End User Signature (actual signature required)	Printed Name	Date
[signature] 5/7/25		
Purchasing Representative (signature required)	Date	

For use by Purchasing:
Date application received in purchasing: 5/7/25   NMT Web Posting date: 5/7/25   Expiration date: 6/6/25   6/5/25

mm

1/15

New Mexico Tech is upgrading its existing Ellucian Banner ERP system to the Banner SaaS (Software as a Service) platform. Ellucian, the original provider of the current system, is the only vendor capable of delivering this upgrade due to the proprietary nature of the software and required system compatibility.

This upgrade supports the institution's long-term ERP strategy by transitioning to a modern, cloud-based environment. It includes updated functionality in student services, finance, and human resources, while improving data access, reporting capabilities, and cybersecurity.

Because the system is proprietary and tightly integrated with existing Ellucian components, no other vendor can provide a compatible or supportable solution.

Modernization Package - Solutions Breakout
Banner SaaS Student and Financial Aid
Banner Saas Finance and HR
Degree Works
Ellucian Apply
Ellucian Data Connect - Integration Builder
Ellucian Experience - UI, Mobile App, SDK
Ellucian Insights - Reporting and Data Lake
Ellucian Intelligent Processes - Workflow
ChromeRiver Travel and Expense (Unlimited Model)
Ellucian Intelligent Learning Platform
Enhanced Job Scheduling (ISEEnterprise)
On Demand Training Library - 25 Named Users