



Sole Source Application and Determination Form

A sole source determination is not effective until the sole source application for determination has been posted on the Purchasing website for thirty (30) calendar days without protest and is subsequently approved in writing by the Vice President of Administration and Finance.

1. Name of Department: Bureau of Geology and Mineral Resources
Contact Name: Kate Leary
Phone: 575-835-5320
Email: kate.leary@nmt.edu
2. Name of Prospective Vendor: Inn of the Mountain Gods
Contact Name: Elena Artiaga
Phone: 575-464-7748
Email: eartiaga@innofthemountaingods.com
Estimated Cost: \$59,999
Duration (for Services or Professional Services – limited to four years): 12/31/2026
3. Purpose/need for purchase and detailed list of items of tangible property, services, or professional services:

The purpose of this purchase is to secure a venue for the 2026 Water Leaders Workshop in Ruidoso, NM. The Water Leaders Workshop is a high-level convening of policymakers, tribal representatives, water agency leaders, and other stakeholders working on water issues in New Mexico. The workshop includes classroom-style presentations, panel discussions, field trips, and networking activities, and it requires a venue with specific space, lodging, accessibility, and location features.

Services needed:

- *Onsite lodging for 100+ attendees*
- *Conference space with AV capabilities*
- *Indoor and outdoor spaces suitable for workshop sessions and receptions*
- *Catering for 4-6 meals, plus coffee & tea service throughout the day*
- *Buses for afternoon field trips*

4. Detailed explanation of criteria developed for this purchase:

Criteria for Purchase:

- *Capacity and Meeting Space:*
 - *Ability to accommodate 100+ attendees*
 - *Functional audio/visual infrastructure for presentation and hybrid options*
- *Onsite Lodging*
 - *Lodging for all or most participants on-site to facilitate full participation and networking.*
 - *Lodging at government or per diem rates*
- *Transportation*
 - *Buses available for transportation of attendees for afternoon field trips*
- *Geographic Location*
 - *In or near Ruidoso, NM*
- *Tribal Nation Engagement*
 - *Location with cultural relevance and accessibility for Tribal, Pueblo, and Nation representatives*
 - *Preference for venues on tribal lands or with tribal ownership to support equitable contracting*
- *Availability*
 - *Venue available during the target dates of the Water Leaders Workshop*
 - *Flexibility to support a multi-day event with evening networking sessions*
- *Cost efficiency*
 - *Total cost including space, food, lodging, and AV within available budget*
- *Experience with Similar Events*
 - *Prior successful hosting of government or nonprofit conference and workshops*
 - *Familiarity with event logistics, coordination with public agencies, and required documentation (e.g., W-9, insurance, etc.)*
- *Accessibility and ADA compliance*
 - *Fully accessible facilities, including lodging, meeting rooms, and restrooms*
 - *Onsite parking and safe access for all attendees*

5. Provide a detailed, sufficient explanation of the reasons, qualifications or unique capabilities of the prospective vendor that make that prospective vendor the one source for providing the items of tangible property, services, or professional services:

The Inn of the Mountain Gods is located on the Mescalero Apache Reservation, aligning with the Water Leaders Workshop's emphasis on inclusive participation from Tribes, Pueblos, and Nations. The location supports equitable access and affirms the importance of tribal engagement in statewide water issues.

The Mescalero Apache nation will also be a key contributor to the 2026 Water Leaders Workshop, making it important for us to host the workshop on tribal land.

6. Provide a detailed, sufficient explanation of how the items of tangible property, services, or professional services is/are unique and how this uniqueness is substantially related to the intended purpose of the department/grant:

Since Mescalero Apache plays an important role in the 2026 Water Leaders Workshop, it is important that we host the workshop on tribal land. Inn of the Mountain Gods (and services provided therein) is the only such venue on the Mescalero Apache Reservation.

7. Please provide a narrative description department's due diligence in determining a basis for the procurement. Include:
 - a. method used to research and review other available sources (i.e. list of potential vendors from Purchasing, internet, state pricing agreements, purchasing cooperatives)
 - b. list of vendors contacted, the date and method of contact (i.e. email, phone call)
 - c. documentation explaining why:
 - i. those vendors cannot provide the required items of tangible property, services, or professional services
 - ii. other similar items of tangible property, services, or professional services cannot meet the intended purpose of department/grant:

To determine the basis for the procurement, we used the internet to research which vendors in the Ruidoso area are on Mescalero Apache land. While there are a couple venues in Ruidoso, NM with some of the required services (e.g., Ruidoso Convention Center, Cree Meadows), Inn of the Mountain Gods is the only such vendor that fits our criteria and is on Mescalero Apache land.

I certify I have performed thorough and diligent research and analysis to determine that Inn of the Mountain Gods is the only source capable of providing the required services needed to host the 2026 Water Leaders Workshop. I understand that violations of the New Mexico Procurement Code (Chapter 13, Article 1 NMSA 1978) can carry severe penalties. I affirm that the information provided in this Sole Source Determination is true and accurate to the best of my knowledge and belief.

Name, Title: Kate Leary, Water Education Program Manager

Signature/Date

Kate Leary 8/13/2025

Review: Purchasing Services: Lisa Majkowski, Director

Signature/Date

Website Posting Date: 08/15/2025

Lisa Majkowski 08.13.2025

Posting Expiration Date: 09/14/2025

Protested (Yes/No):

Approval: Delilah A. Walsh

Signature/Date

Vice President of Administration and Finance

Delilah A. Walsh

14-Aug-2025

Version: July 2025