



### Sole Source Justification Request Form

Use this form for Purchases exceeding \$10,000 for goods, and \$60,000 for Professional Services. Please Print

**Determination:** A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved and signed by the Executive Director of Purchasing.

**Term:** Award of Sole Source Procurement Contract will stay on file for the term of the contract. Renewal of Sole Source Procurement must be re-submitted for new term.

**SECTION 1: Requestor Information**

Date of Request 8-19-16 Requisition number (if applicable) 1709982/170428 Department La Mesa Elementary School  
Requestor Name Nanette Grant Phone (505) 262-1581 Email grant\_n@aps.edu

**SECTION 2: Requestor Details**

Proposed Vendor Name Read Naturally, Inc. Estimated Cost \$10,979.25 Estimated Quantity 650  
Contact Person Bernadette Hall-Cuaron Title Principal  
Phone (505) 262-1581 Email Address bernadette.hall-cuaron@aps.edu  
Term none see quotes Web Site Address www.readnaturally.com

**SECTION 3: Description of Goods/Service to be procured** (For descriptions and explanation fields, please use and attach additional pages as needed)

Intervention software for reading data

**SECTION 4: Description of unique specifications, exclusive, one of a kind characteristic of commodity/service**

Specific reading intervention program

**SECTION 5: Sole Source Considerations (Check applicable considerations)**

- Vendor is the sole manufacturer and sole distributor. (Attach applicable documents)
- Exclusive Rights: Item or service under patent or copyright held by a single vendor and item or service possesses functions or capabilities critical to use. (Attach patent/copyright info.)
- Exclusive Design: Item or service possesses a unique function or capability critical in the use of the item or service and not available from any other sources. (Explain below.)
- Replacement or Compatibility of Existing Equipment: The purchase is for equipment associated with use of existing equipment where compatibility is essential for integrity of results. (Provide Manufacture and Model Number of Existing Equipment)
- Federal or state appropriation names vendor as condition of funding. (Attach copy of Grant that names vendor.)
- Renewal of support/maintenance/subscription of software, technology, or other intellectual property. (Explain below.)
- Other (Explain below)

**Explanation:**

Requestor Signature Nanette R. Grant Date 10-12-16  
Principal or Site Administrator Bernadette Hall-Cuaron Date 10-12-16