



Routing:
apsprocurement@aps.edu
Phone 878-6126
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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 Requisition number (if applicable) Department
Requestor Name Phone Email

SECTION 2: Request for Details

Proposed Vendor Name Estimated Cost Estimated Quantity
Contact Person Title
Phone Email Address
Term Web Site Address

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

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

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 Date
Principal or Site Administrator Date



Procurement Sole Source Written Determination Form

SECTION 1: Buyer Information

Name _____ Title _____ Phone _____
Email Address _____

SECTION 2: Due Diligence Performed in Determining the Basis for Sole Source Procurement

Signatures below signify sole source recommendation.

Buyer _____ Date _____
Date posted on APS website _____

The following certifies this as sole source procurement for Albuquerque Public Schools:

1. The signature of the Executive Director on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
2. This sole source is granted as of the date of signature by the Executive Director of Procurement or designee.

APPROVED:

Executive Director of Procurement or Designee _____ Date _____

Cc: Procurement File
Cc: Buyer File

Revised: 11/9/2015