



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 April 19, 2016 Requisition number (if applicable) 1629960 Department Office of Accountability & Reporting
Requestor Name Rose Ann McKernan Phone 505-872-6806 Email mckernan@aps.edu

SECTION 2: Request for Details

Proposed Vendor Name The Hanover Research Council Estimated Cost \$76,184 / annually Estimated Quantity 1
Contact Person Theresa Gallegos Milton Title Budget Manager
Phone 505-872-6806 Email Address milton@aps.edu
Term 4 year 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)
Provides knowledge support and compliance reporting base on a fixed-fee model; customized services based on established district practice.

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

Customized to our specifications already previously established. Providing on site and remote support for compliance reporting.

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:

We have worked with Hanover Research for over five years to establish methodology, specifications for a variety of research and compliance reporting. This time and their fixed-fee structure are the basis of our renewal.

Requestor Signature [Signature] Date 4-21-16
Principal or Site Administrator [Signature] Date 4-21-16