



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 4/5/16 Requisition number (if applicable) Department Special Education
Requestor Name Valerie Smith Phone 855-9928 Email smith v@aps.edu

SECTION 2: Request for Details

Proposed Vendor Name Don Johnston Estimated Cost \$34,250 Estimated Quantity 1
Contact Person Amy Mitchell Title Customer Implementation Specialist
Phone 800-999-4660 x504 Email Address amitchell@donjohnston.com
Term 5/26/16 to 5/26/17 Web Site Address donjohnston.com

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

Reading software tool for Google Chrome covering diverse reading needs: Reads accessible and inaccessible text aloud; works across Google Drive, email, websites, Kindle Cloud Reader, and PDFs; works offline; Dynamic Text Leveling; study tools; translation into over 100 languages; data for reading level and usage; bibliographer; proves outcomes with data while protecting student privacy.

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

Snap&Read supports students with disabilities to access the curriculum through technology tools adapting reading materials to their reading level. Snap&Read allows students to dynamically adjust text across the web without changing the meaning. Will also read text aloud for students who have high auditory comprehension skills but struggle with fluency.

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:

Snap&Read works with Chrome browser on Mac, Windows, and Chromebooks supporting Google Drive, email, websites, PDFs rendering a browser, images containing text and more without the purchase of add-ons. Reads inaccessible text and PDFs in real time without a separate special conversion process. This is a subscription of software license renewal.

Requestor Signature [Signature] Date 4/5/16
Principal or Site Administrator [Signature] Date 4/5/16



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