



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 02/08/2016 Requisition number (if applicable) Department Human Resources
Requestor Name Dorothy Chavez Phone 505-889-4898 Email chavez\_do@aps.edu

SECTION 2: Request for Details

Proposed Vendor Name Combined Computer Resources, Inc. Estimated Cost \$25000.00 Estimated Quantity 4 years
Contact Person Nick Sanders Title President
Phone 800-956-1866 Ext. 108 Email Address nick@winocular.com
Term Web Site Address www.winocular.com

SECTION 3: Description of Goods/Service to be procured (For descriptions and explanation fields, please use and attach additional pages as needed)
WinOcular Applicant Tracking Software is a proprietary software product that is developed and sold by this company and there are not other sources for this product or its support.

SECTION 4: Description of unique specifications, exclusive, one of a kind characteristic of commodity/service
APS has used this software product for many years. CCR has made specific design functions within the product based on our unique requests.

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:

Support for WinOcular is only available from Combined Computer Resources, Inc.

Requestor Signature [Signature] Date 2/10/16
Principal or Site Administrator [Signature] Date 2/10/16