



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 8/16/2016 Requisition number (if applicable) 1702840 Department Accounting
Requestor Name Amanda Boyle Phone 880-3761 Email amanda.boyle@aps.edu

SECTION 2: Request for Details

Proposed Vendor Name C.A. P. Inc dba EPES Software Estimated Cost \$18,620.00 Estimated Quantity 140
Contact Person Stacey Crystal Title
Phone 800-424-7512 Email Address stacey@epes.org
Term 8 Years Web Site Address www.epes.org

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

Activity fund bookkeeping and purchase order module web-based software.

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

Schools/sites were/are using a non-based version of the software and have been doing so since at least 1997. Existing APS training programs for use of software are based on the EPES software.

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:

This is the authorized software used by all APS schools/sites managing activity funds. Formerly the schools/sites made the purchase of the non-web based software directly from their site's activity fund account but because the District is requiring use of the web-based software, the District is paying for the expenditure.

Requestor Signature [Signature] Date 8/16/16
Principal or Site Administrator [Signature] Date 8/16/16