



Sole Source Justification Request Form

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. *Posting period may not apply to requests using Federal Funds.*

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

Requisition number (if applicable) _____ School/Department Athletics
Requested By: Name Kenneth Barreras, Director Email barreras_k@aps.edu

SECTION 2: Request for Details – Please provide Buyer the vendor quote and/or proposal.

Proposed Vendor Name Clyde D. Neff Estimated Cost \$17,000
Estimated Quantity TBD Term 8 years

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

APS Track & Field Meets: timing and scoring services. See attached page.

SECTION 4: Description of unique specifications, exclusive, one of a kind characteristic of commodity/service. Focus on what is unique about the goods/services and why no other vendor could meet your needs.

See attached page.

SECTION 5: Sole Source Considerations (Check applicable considerations)

- Vendor is the sole manufacturer and sole distributor. (Attach applicable documents)
- 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. (Attach explanation)
- 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 licenses, technology, or other intellectual property. (Attach explanation)
- Other (Attach explanation)

*****Additional considerations for federal funds use only*****

- Purchase of books, periodicals, and teacher/staff training materials in printed or electronic format from the publishers or copyright holders thereof.
- Teacher/Staff Professional Development/Training/Workshops/Registration/etc.
- Conference Registration & Memberships
- Travel, meals & lodging
- Other (Attach explanation)

Kenneth Barreras
Signature

Digitally signed by Kenneth Barreras
DN: cn=Kenneth Barreras, o=Albuquerque Public Schools, ou=Director of Athletics, email=barreras_k@aps.edu, c=US
Date: 2017.03.20 16:29:44 -0600

3/20/2017
Date

VENDOR: Clyde D. Neff

Sole Source Justification Request Form

SECTION 3: Description of Goods/Services to be procured

Providing services related to the management of individual athlete event entries, the organization of track and field meets, and cross country meets, relative to the individual entries and results, and the necessary service and personnel required to meet state association (NMAA) requirements to facilitate the fully automatic timing of running events, and the results/scoring of field events.

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

Vendor is knowledgeable and capable to provide services in all required areas, compatible with the event data management system (Hy-Tek software owned by APS), the web-based system (DirectAthletics) extensively used for track and field and cross country meet entries, and the existing district-owned camera and timing equipment. This combination of compatibility is necessary, due to consistent management, organization and facilitation of multiple track and field meets in a season.

SECTION 5: Sole Source Considerations

Mr. Clyde Neff and his team of technical assistants have the manpower, knowledge and expertise to perform *all* services related to the management and organization necessary to time and score a meet, using a fully-automatic timing system, as required by the New Mexico Activities Association (NMAA). The three areas of knowledge and expertise required to perform all services are as follows: *knowledge of (1) the data management system, (2) the web-based organization system, and (3) the existing equipment.* The software and equipment necessary to facilitate a track and field or cross country meet is owned and updated by APS staff, however the knowledge and expertise to make the most efficient and effective use of the equipment and software is possessed by Mr. Neff and his team of service providers.

In addition, the availability of Mr. Neff and his team of service providers coincides with the complete listing of track and field meets scheduled by the Athletics Department on a seasonal basis.

Prior to Mr. Neff being identified as a vendor who could provide *all required services* to time and score all APS track meets, APS had been unable to locate a person, let alone a vendor, that possessed the knowledge of the three required areas of expertise. Though persons had been identified as having expertise in one or two of the areas, APS had a great challenge to locate a team of people available to perform *all* services according to the APS schedule, who possessed the necessary expertise in *all three areas.*

Procurement Sole Source Written Determination Form

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

Performed internet search for track and field timing and scoring services in Albuquerque, New Mexico. There was one company who provided the equipment only in the Albuquerque, New Mexico area. There were four companies that provided timing and scoring services, but not in the Albuquerque, New Mexico area, nor did they meet the requirements in the three areas of expertise as defined in the Sole Source Considerations section.