



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 Office of Accountability & Reporting
Requested By: Name Theresa Milto Gallegos Email milton@aps.edu

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

Proposed Vendor Name Parchment, Inc Estimated Cost \$83,600/annually
Estimated Quantity Renewal license Term 4 years

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

Parchment Sender Service Licenses - software that manages transcripts, diplomas or certificates.

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.

Renewal of Parchment Sender Services Licenses; Currently under contract- initially signed in 2015.

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)

Signature [Handwritten Signature]

Date 5/8/2017