



# Sole Source Justification Request Form

Please Print

Document #: 2017-018  
Routing:  
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**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 Language and Cultural Equity  
Requested By: Name Jacqueline Costales/Jessica Villalobos Email costales@aps.edu

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

Proposed Vendor Name CollegeBoard Estimated Cost \$274,466.70  
Estimated Quantity 2,500 units/annually Term 3 years

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

Springboard Instructional Materials

### 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.

As per New Mexico State Instructional Materials Review process, New Mexico Public Education Department approved instructional materials for English and Spanish Language Arts, Reading, French, German, Spanish, Chinese, and Japanese courses. APS adoption committee that selected SpringBoard as the Tier I core curriculum for all general education and specific special education

### 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)

Jacqueline Costales  
Signature

Digitally signed by Jacqueline Costales  
Date: 2017.05.09 16:23:51 -06'00'

Date

5/9/17