

**ALBUQUERQUE PUBLIC SCHOOLS  
EMERGENCY DETERMINATION FORM**

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Department or School: Albuquerque Public Schools Police Department  
Contact Person: Sonya VanderPloeg  
Telephone No.: 505-243-7712  
E-Mail Address: vigil\_s@aps.edu

II. Name of prospective contractor: Kellmar Global and RecordPros  
Address: 2553 Jackson Keller Ste 200  
City, State, ZIP Code San Antonio, TX  
Telephone No.: 1-888-873-1714

Amount of prospective contract: Estimate - \$85,000

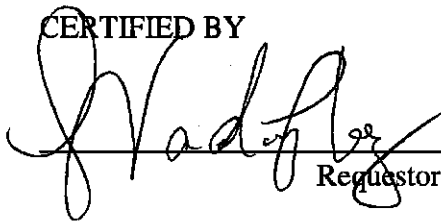
Term of prospective contract: 1 year

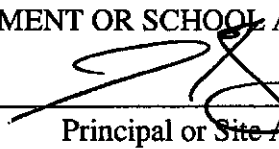
III. Thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

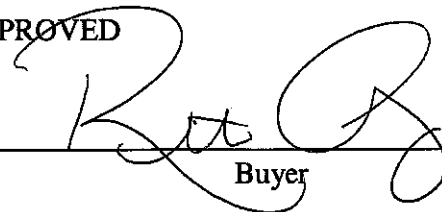
Background checks

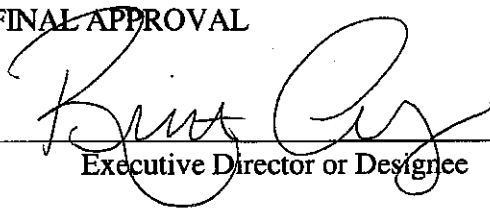
IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized.

Background checks are required for volunteers and staff in order to be nearby children at APS. A RFP was issued for these services, however was canceled because the offers were not in the best interest to APS. A cooperative contract with Hire Right was considered but could not provide the required background checks that are required by APS.

CERTIFIED BY  
  
Requestor  
8/1/17  
Date

DEPARTMENT OR SCHOOL APPROVAL  
  
Principal or Site Administrator  
8/1/17  
Date

APPROVED  
  
Buyer  
8/1/17  
Date

FINAL APPROVAL  
  
Executive Director or Designee  
8/1/17  
Date