



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. Pasting 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 Technology Requested By: Name Sal Gonzales / Jason Johnson Email gonzales\_sal@aps.edu

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

Proposed Vendor Name TSheets Estimated Cost \$9500.00 Estimated Quantity 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)

Software for time and location tracking of Technicians going to school and admin sites. It will be installed on the iPhones issued by the district. It will be managed by the manager of the department.

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.

This is the only standalone product that functions with GPS and journals. All others want integration with Outlook and that is not possible at an enterprise level. Otherwise, we would need to put GPS and satellite tracking on all cars and get 401 cars right away. Other vendors just sync over Outlook and we want a standalone like a time card function. The only time tracking that we can utilize.

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)

Handwritten signature

8-8-2017

Signature

Date



**Procurement Sole Source Written Determination Form**

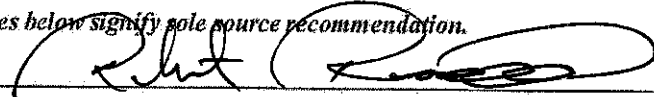
**SECTION 1: Buyer Information**

Name Robert Russell Title: Senior Buyer

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

*Researched other products, but they wanted integration with Outlook, which can't be used at the enterprise level.*

*Signatures below signify sole source recommendation.*

Buyer  Date: 8/9/17

Date posted on APS website: \_\_\_\_\_

*The following certifies this as sole source procurement for Albuquerque Public Schools:*

1. The signature of the Executive Director on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
2. This sole source is granted as of the date of signature by the Executive Director of Procurement or designee.

**APPROVED:**

Executive Director of Procurement or Designee \_\_\_\_\_ Date \_\_\_\_\_

Cc: Procurement File

Revised: 11/10/16