



# Sole Source Justification Request Form

Please Print

Document #: 2018-071  
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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 APS Curriculum and Instruction  
Requested By: Name Jami Jacobson Email jacobson\_j@aps.edu

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

Proposed Vendor Name CORE: Consortium on Reading Excellence Estimated Cost TBD  
Estimated Quantity Unknown 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)

Professional Development materials and services for Reading PD in APS. Includes but is not limited to presenter fees, registrations and materials sets for CORE Literacy PD for teachers and school administration on reading pedagogy improvement.

### 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.

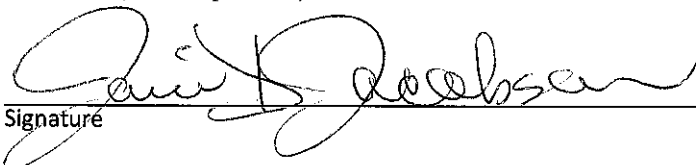
CORE Literacy is not a program or curriculum material. It is a CCSS-designed strategy for improving reading instruction regardless of the program or purchased materials used by teachers in the classroom. This professional development takes teachers beyond their college reading experience and assists in planning, implementation, instruction and assessment of student reading

### 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

11/29/17  
Date