



Sole Source Justification Request Form

Please Print

Document #: 2018-042
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 Curriculum and Instruction
Requested By: Name Jami Jacobson, Sr. Director of Elem. Learning Email jacobson_j@aps.edu

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

Proposed Vendor Name Learning A-Z (vendor 29048) Estimated Cost \$100,000 annually
Estimated Quantity _____ Term 2017-2018 fiscal year

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

Curriculum software subscriptions/renewals for Learning A-Z, (English and Spanish) Math A-Z, Reading A-Z (English and Spanish), Vocabulary A-Z, Writing A-Z (English and Spanish), Raz-Kids, and ReadyTest A-Z.

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.

Interactive curriculum programs currently in use at APS elementary schools to to assist in instruction of learning, math, reading, vocabulary and writing, as well as testing in the fore mentioned areas.

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)

Jami Jacobson
Signature

11/28/17
Date