



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. 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) N/A 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 iStation (Vendor 31411) Estimated Cost \$90,000.00 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 and Assessment licenses for Reading (English and Spanish), Math, and Advanced Reading.

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.

New Mexico PED contracted with iStation for their reading and math curriculum and assessment testing programs at the elementary level. Consequently, APS Schools use the iStation reading (in English and Spanish) and math programs as well as the assessment programs that work in conjunction with the curriculum programs.

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 Jami Jacobson

Date 11/28/17