



Sole Source Justification Request Form

Use this form for Purchases exceeding \$10,000 for goods, and \$60,000 for Professional Services. 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.

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

Date of Request 11/28/2017 Requisition number (if applicable) Department Technology
Requestor Name Gretchen Kramer Phone 505-880-3773 Email gretchen.kramer@aps.edu

SECTION 2: Request for Details

Proposed Vendor Name Siteimprove Estimated Cost \$81,000 Estimated Quantity
Contact Person Sarah Ager Title Account Executive
Phone +1 612 259 0672 Email Address sca@siteimprove.com
Term 2 years Web Site Address https://siteimprove.com

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

Siteimprove is the District's web content accessibility auditor as stated in the Office of Civil Rights resolution agreement, that is utilized to address web content that is out of federal compliance. This tool assists the Web Team, department editors, and school webmasters in correcting issues that create barriers for users.

SECTION 4: Description of unique specifications, exclusive, one of a kind characteristic of commodity/service

Siteimprove crawls our 143 websites for accessibility vulnerabilities and is the vendor outlined and agreed upon in the Office of Civil Rights resolution agreement signed by the superintendent. This vendor has specific services that are tailored to our needs, as well as historical information on our systems and data.

SECTION 5: Sole Source Considerations (Check applicable considerations)

- Vendor is the sole manufacturer and sole distributor. (Attach applicable documents)
Exclusive Rights: Item or service under patent or copyright held by a single vendor and item or service possesses functions or capabilities critical to use. (Attach patent/copyright info.)
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. (Explain below.)
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, technology, or other intellectual property. (Explain below.)
Other (Explain below)

Explanation:

This is a renewal of a Software as a Service (SaaS) subscription that is to be renewed to meet federal accessibility compliance for all District websites

Requestor Signature Kramer, Gretchen E Date 11/29/2017

Principal or Site Administrator Date