



Sole Source Justification Request Form

Please Print

Document #: \_\_\_\_\_
Routing:
apsprocurement@aps.edu
Phone 878-6126
Fax 830-1161

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 Helen Cordero Primary School
Requested By: Name Annette Romero Email Annette.Romero@aps.edu

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

Proposed Vendor Name Visual Impressions Plus / In a Bind NM (VariQuest) Estimated Cost \$40,000/year
Estimated Quantity \_\_\_\_\_ Term FY18

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

die-cut machines, poster printers, laminators, etc.

SECTION 4: Description of unique specifications, exclusive, one of a kind, characteristic or commodity/services. Focus on what is unique about the goods/services and why no other vendor could meet your needs.

VariQuest products are integrated to work with unique software that allows multiple shapes, fonts, manipulatives, bulletin board pieces, curriculum-based posters, award and flashcard templates, etc. VariQuest software includes learning modules that align with common core standards.

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 [Handwritten Signature]

Date 2/26/18



**Procurement Sole Source Written Determination Form**

**SECTION 1: Buyer Information**

Name Krystal Nicole Marquez Title: District Buyer

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

I tried to obtain 3 quotes but was unable. I spoke with the manufacturer (VariQuest) who only distributes their product to 1 representative/distributor per region. The manufacturer will not sell directly. I also searched for similar products but could not find a fully integrated solution such as the VariQuest products.

*Signatures below signify sole source recommendation.*

Buyer *Krystal Nicole Marquez* Date: 02.26.18

Date posted on APS website: 02.26.18

*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

Date: January 1, 2018  
To: Valued Educator  
From: Varitronics, LLC  
Subject: VariQuest™ Visual Learning Tools - Sole Authorized Dealer

Thank you for your interest in our VariQuest® Visual Learning Tools. These tools are helping schools throughout North America effectively Educate. Motivate. Communicate™

VariQuest® Visual Learning Tools is an integrated suite of learning tools that includes the following components:

- VariQuest® Poster Maker 3600
- VariQuest® Cutout Maker 1800
- VariQuest® Awards Maker 400
- VariQuest® Design Center 1000 & Design Center 2300
- VariQuest® Cold Laminator 2510
- VariQuest® Perfecta™ 2400 Full Color Poster Design System
- VariQuest® Perfecta™ 3600STP Full Color Poster Design System
- VariQuest® Trifecta™ 800 3D Printer & STEM:IT Create Packages

Our proprietary VariQuest® 6.0 software which is included with the Poster Maker 3600, Cutout Maker 1800, Awards Maker 400, Design Center 1000/2300, Perfecta™2400 & 3600STP Full Color Poster Design System and Trifecta™ 800 3D Printer is designed to maximize the potential of these tools both individually and collectively.

**Visual Impressions Plus is the only dealer authorized to sell the VariQuest® brand equipment (listed above) and VariQuest® brand supplies, software and content in the following assigned sales and service territories:**

#### State of New Mexico

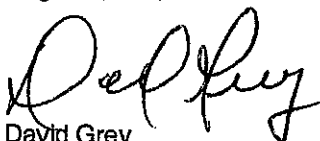
Visual Impressions Plus can be reached at (505)332-3248.

Visual Impressions Plus is authorized to offer new VariQuest® equipment for sale, promote Varitronics sponsored programs and to provide service and support, including our product warranties. They are required by Varitronics to provide knowledgeable sales, installation, user training, and customer/technical service for our VariQuest® products and are fully trained to do so.

Please note that the information above is current as of the date above. If you have any further questions or need updated information, please feel free to contact me at 800-328-0585 ext. 6971 or e-mail me at david\_grey@variquest.com.

Thanks again for your interest in VariQuest™ Visual Learning Tools.

Regards,



David Grey  
President and CEO  
Varitronics, LLC

