



Sole Source Justification Request Form

Please Print

Document #: 2018-056
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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) NA School/Department Title 1
Requested By: Name Laurie Everhart Email everhart@aps.edu

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

Proposed Vendor Name Explore Learning Estimated Cost \$18,000 annually
Estimated Quantity varies by school 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)

Explore Learning has two programs: Reflex and Gizmos. These on-line learning programs are integrated into the class curriculum to help students improve in math and science. Reflex is specifically a math program, helping students improve their knowledge and skills in basic math. Professional Development for teachers is included, to help maximize the results with student learning.

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.

The Explore Learning programs (Gizmos) have been incorporated into class curriculums for the past six (6) years, beginning February 1, 2012 to now. This necessitates the renewal of licenses each year.

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)

Laurie Everhart
Signature

Digitally signed by Laurie Everhart
DN: cn=Laurie Everhart, o=Albuquerque Public Schools, ou=Title I, email=everhart@aps.edu, c=US
Date: 2018.03.28 09:25:57 -0800

3/27/2018
Date