



Sole Source Justification Request Form

Please Print

Document #: 2018-058
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) NA School/Department Valley High School
Requested By: Name Anthony Griego, Principal Email Griego_a@aps.edu

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

Proposed Vendor Name Apex Learning (V: 37974) Estimated Cost \$15,000 annually
Estimated Quantity 100+ user licenses annually 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)

Apex is the digital curriculum program used by students at Valley High School. It was initially implemented as the digital curriculum at eCADAMEY High School in August 2015 (PO 151603391) and at Valley High School in January 2016 (PO 151616123). The end users are the students in the after-school credit recovery program. The user licenses must be renewed annually in order for the students to continue to have access.

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.

Apex Learning is the developer and sole distributor of the Apex Learning Comprehensive Courses, the Learning Tutorials, and the Exam Review. The use licenses must be renewed in order to receive access, updates and technical support.

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)

Griego, Anthony
Signature

Digitally signed by Griego, Anthony
Date: 2018.04.05 15:28:11 -06'00'

4/5/18
Date