



# Sole Source Justification Request Form

Please Print

Document #: 2018-065  
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 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 Waterford Research Institute (39561) Estimated Cost \$100,000 annually  
Estimated Quantity licenses vary per APS site 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)

Access to the Waterford Early Learning Licenses for APS students, and Classroom Advantage Licenses for teachers. Services also provided are: access to Waterford Intellectual PD properties, access to Waterford Training Hub for 2 users, and Back-end reports delivered electronically via Waterford PD department.

### 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 Waterford Early Learning programs have been integrated into several school classrooms throughout APS. Continued purchases are renewals of existing licenses and expansion of the Waterford programs. Because Waterford has been integrated into the classroom since January 2014, it would not be financially or educationally prudent to change programs at this point.

(See Attached)

### 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: 2018.04.12 15:53:50 -0500

4/12/2018

Date