

**Sole Source Justification Request Form**

Please Print

Document #: 2018-066  
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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 West Mesa High School  
Requested By: Name James See Email see@aps.edu

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

Proposed Vendor Name Lavu Inc. (42962) Estimated Cost \$3,600 annually (per school)  
Estimated Quantity # of licenses will vary by school Term 6 years

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

Lavu Inc. is the provider for the LAVU Point of Sale (POS) products, consisting of iPads on mounting brackets, cash drawers, receipt printers, and the necessary software for operation. These are used in high school food court/cafeteria/food vending locations. Currently there are 2 licenses being used at West Mesa HS.

**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.**

LAVU POS was implemented at the high school in the 2016-2017 school year, with the purchase of iPads, mounting brackets, 8 receipt printers and cash drawers. The initial purchase included 1-year user licenses and software. Annual license renewals are required. It would not be financially prudent to change programs and equipment at this time.

**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



4/11/18

Date