



Sole Source Justification Request Form

Please Print

Document #: 2018-068

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) NA School/Department Special Education
Requested By: Name Cindy Soo Hoo Email soohoo@aps.edu

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

Proposed Vendor Name Relias Learning LLC (42642) Estimated Cost \$15,000 annually
Estimated Quantity 1 Subscription covers District 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)

Relias Learning is a web-based training program providing up to 100 users access to training modules for applied behavioral analysis for students with challenging behaviors. Training topics include, but are not limited to, Registered Behavior Technician Course, ABA in Schools-Ethics in Supervision, Antecedent Interventions, Communication with Families and Professional Boundaries, Consequence Interventions, and Intro to Autism Disorders. These trainings are used by multiple personnel including, but not limited to, special education teachers, directors, social workers, pathologists, principals, various therapists, and board certified behavior analysts.

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.

Relias Learning provides extensive training on using applied behavior analysis for students with significant behavioral concerns. It is designed for use in school districts, while also being utilized in private agencies and universities throughout the country.

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)

Cindy Soo Hoo
Signature

4/17/18
Date