

Sole Source Justification Request Form

Please Print

Document #: 2021-001
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) _____ School/Department Business Systems
Requested By: Name Rennette Apodaca Email Rennette.Apodaca@aps.edu

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

Proposed Vendor Name Infor Estimated Cost \$1,991,831.53 plus NMGR
Estimated Quantity 1 Term 12/1/2021 to 11/30/2024

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

Renewal of Support and maintenance of Infor Lawson software products.

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.

APS has been using Lawson as it's ERP system since 2003, the system has been customized for APS business processes and intergrates with 3rd party applications for document repository, equipment inventory, federal mandates (W-2, 1099, etc) and State reporting. Current APS staff is trained on using this software. No other vendor could meet our needs without a lengthy implementation, testing, and training of APS staff. Typical ERP project implementation for a large organization is minimum 24 months.

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)

Rennette Apodaca
Signature

9/14/2021
Date



Procurement Sole Source Written Determination Form

SECTION 1: Buyer Information


Name Robert Russell Title: Director - Procurement

SECTION 2: Due Diligence Performed in Determining the Basis for Sole Source Procurement

Infor is the copyright owner for Lawson software product and is the only vendor that has the unrestricted ability to access and modify such software in order to provide bug fixes, updates and upgrades as prt of support and mintenance.

No other vendor could meet APS needs without a lengthy implementation, testing, and training of APS staff. Typical ERP project implementation for a large orgainzation is minimum 24 months.

Signatures below signify sole source recommendation.


Buyer  Date: 9/14/2021

Date posted on APS website: 9/14/21

The following certifies this as sole source procurement for Albuquerque Public Schools:

1. The signature of the Executive Director on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
2. This sole source is granted as of the date of signature by the Executive Director of Procurement or designee.

APPROVED:

Executive Director of Procurement or Designee  Date 9/14/21

Cc: Procurement File

Revised: 11/10/16