



Sole Source Justification Request Form

Please Print

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 Renette Apodaca Email Renette.Apodaca@aps.edu

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

Proposed Vendor Name Infor Lawson Estimated Cost \$2,902,295.74 + NMGR

Estimated Quantity 1 Term 12/01/2024 - 11/30/2027

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

APS has been using Lawson as its ERP system since 2003, the system has been customized for APS business processes and integrates 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. A new ERP software with an implementation is approximately 36 months.

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.

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 ompatibility 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 [Handwritten Signature]

Date 9/10/2024



**Procurement Sole Source Written Determination Form**

**SECTION 1: Buyer Information**

Name Charlotte Gensler \_\_\_\_\_ Title: Executive Director Purchasing \_\_\_\_\_

**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 updates and upgrades as part of support and maintenance.

New ERB implementation is approximately 36 months.

*Signatures below signify sole source recommendation.*  
Buyer \_\_\_\_\_

Date: September 10, 2024

Date posted on APS website: September 12, 2024

*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 September 10, 2024

Cc: Procurement File

Revised: 11/10/16