

Sole Source/Bid Waiver Justification

Below are the following Sole Source /Bid Waiver Criteria. If your purchase does meet any of the following criteria, please complete the form and submit to Procurement Services at procurementservices@ccc.edu

What is a Sole Source Procurement?

A “sole source” procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirement. Although states generally do not permit non-competitive procurements by statute, exceptions are allowed where competition is not feasible.

Examples of acceptable exceptions from the competitive procurement process may include:

- Only one known source exists for supplies of services or products as determined by documented research.
- No other reasonable alternative source exists that meets the CCC requirements.
- Only one source meets the business needs of the CCC (e.g., compatibility, unique feature to meet CCC’s business need, etc.)
- Procurement of public utility services.

What’s not a Sole Source Procurement?

- A CCC requirement for a particular proprietary product or service does not automatically justify a sole source procurement if there is more than one potential bidder or offeror for that item.
- A CCC preference for a brand name product does not justify a sole source procurement.
- A good’s or service’s “uniqueness” alone may not qualify the producer or supplier of the good or service as a sole provider of a good or service.

What are acceptable considerations for sole source procurements?

CCC reasons for sole sources vary greatly but should fall within the following:

- Only one known source that can provide the commodity or service.
- Unique source (commodity/service is unique/special in nature)
- Compatibility (e.g., a public safety CCC requiring a specific piece of equipment to be compatible with an existing equipment system)
- Limited or proprietary systems (i.e. additional licenses, updates, specialized replacement parts, etc.)
- A professional expert is requested.
- Sales territories or product availability within limited geographic boundaries.

Sole Source/Bid Waiver Justification Application

Name of Requestor: Karla Gowen
 Department/School: Legal Department
 Project Title: _____

Email Address: kgowen@ccc.edu
 Bulletin or Reference Number: _____
 Vendor: Ralph Passarelli

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ \$65 per hour Actual Estimated
 (Attach the proposal received)

Number of Potential/Remaining Renewals: _____

Length of Each Renewal in Months: _____

Value of All/Remaining Renewals: \$ _____

Choose one of the following:

- New Sole Source
- Sole Source Renewal
- Change Order or Amendment to an Existing Sole Source

Provide a description of the supplies or services required: Consulting services related to insurance and risk matters;

Consulting services related to position qualifications required for City Colleges of Chicago positions focusing on the risk management functions;

Select the Type of Funding to be Used: Educational Funds Capital Funds Grant Funds Other (Explain): Legal Department budget
Chicago's Compliance Officer & Director of Risk Management

This purchase is economically only available from a single source because it is:

- Art or Entertainment Services or Athletic Events
- Compatibility with Existing/current Equipment, Accessories, Replacement Parts or Service
- Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Original Contract Holder
- Federal/CCC Grant Requires Contract with Vendor (attach Grant Award Agreement)
- Item is Copyrighted or Patented and the Item is Only Available From the Holder – Copyright or Patent Number(s): _____
- Items Are Needed for Trial Use or Testing
- Media for Advertising
- Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses)
- Public Utility Regulated Services
- Radio and Television Broadcast Rights
- Software License/Upgrade/Maintenance
- Other (Explain): Contracts for services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

Has CCC purchased these supplies/services in the past? Yes No

If yes, STARTING WITH THE MOST RECENT CONTRACT AND WORKING BACKWARD, for the entire relationship with this vendor for this supply or service, list each term, value, short description and type of procurement of each:

Term	Term From:	Term To:	Value	Description	Vendor Selection
One					
Two					
Three					
Four					
Five					
Six					
Seven					
Eight					
Nine					
Ten					


If more than 10 years, explain: _____

Business Rationale

1. Provide a detailed explanation of the need for the supplies or services: services required to indentify qualified Compliance Officer and Director of Risk Management; Consulting services related to insurance and risk matters; Consulting services related to training
2. What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific, quantifiable factors/qualifications: knowledge of CCC's risk management processes, procedures and other requirements
3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: Prior CCC Director of Risk Management
4. Were alternative supplies or services evaluated? Yes No If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility: _____
 b. If no, why were alternatives not evaluated? He is the only person with his CCC specific skill set.
5. What efforts were made to get the best possible price? price was negotiated
6. Will this purchase obligate the CCC to this vendor for future purchases such as maintenance, licensing or continuing need? Yes No
 a. If yes, please provide details regarding future obligations and/or needs: _____
7. Why is the price for this purchase considered to be fair and reasonable? it is a significantly low hourly rate for the skill set of consultant and services to be provided
8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: _____
9. What will be the financial or other impact to the CCC if this sole source is not approved and a competitive bid is required? If the sole source is not approved, the Legal Department will utilize the exemption set forth in Section 2.3.4.A of the Board Policies and Procedures to procure these critical services that require a high degree of professional skill that only Mr. Passarelli currently possesses.

Department/College Representative Signature Required

I know and understand the contents of this Sole Source /Bid Waiver Justification and attest that all statements are true and correct.

Department/College Representative Signature	Printed Name	Date
	Karla Mitchell Gowen	12/6/22
VC/ College President Signature	Printed Name	Date

CPO Approval and Signature Required
