

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 Sheila Johnson, District Director of Business and Procurement Services for further instruction via email at sjohnson3@ccc.edu or phone (312) 553-3336.

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: Angela Winters-Harmon
 Department/School: Online Learning
 Project Title: Synchronous Online Live Competencies-GEER Grant

Email Address: awintersharmon@ccc.edu
 Bulletin or Reference Number: _____
 Vendor: Quality Matters

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ \$50,000.00 Actual Estimated
 (Attach the proposal received)

Number of Potential/Remaining Renewals: 0

Length of Each Renewal in Months: 0

Value of All/Remaining Renewals: \$ 0

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: Please attached for a detailed description of the purchase.

Select the Type of Funding to be Used: Educational Funds Capital Funds Grant Funds
 Other (Explain): _____

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

- | | |
|--|--|
| <input type="checkbox"/> Art or Entertainment Services or Athletic Events | <input type="checkbox"/> Items Are Needed for Trial Use or Testing |
| <input type="checkbox"/> Compatibility with Existing/current Equipment, Accessories, Replacement Parts or Service | <input type="checkbox"/> Media for Advertising |
| <input type="checkbox"/> Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Original Contract Holder | <input type="checkbox"/> Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses) |
| <input type="checkbox"/> Federal/CCC Grant Requires Contract with Vendor (attach Grant Award Agreement) | <input type="checkbox"/> Public Utility Regulated Services |
| <input type="checkbox"/> Item is Copyrighted or Patented and the Item is Only Available From the Holder – Copyright or Patent Number(s): _____ | <input type="checkbox"/> Radio and Television Broadcast Rights |
| | <input type="checkbox"/> Software License/Upgrade/Maintenance |
| | <input checked="" type="checkbox"/> Other (Explain): <u>Intended to help faculty gain training to teach online live synchronous courses.</u> |

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: See attached information.

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: See attached information.

3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: See attached information.

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: See attached information.

- b. If no, why were alternatives not evaluated? _____

5. What efforts were made to get the best possible price? See attached information.

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? See attached information.

8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: See attached information.

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? See attached information.

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

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;"> <small>DocuSigned by: correct.</small> </div> <p>_____ <small>F8390FB3A51E424...</small> Department/College Representative Signature</p>	<p>Angela Winters-Harmon</p> <p>_____ Printed Name</p>	<p>10/14/2022 8:56:13 AM CDT</p> <p>_____ Date</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small> </div> <p>_____ <small>VC/College President Signature</small></p>	<p>Mark Potter</p> <p>_____ Printed Name</p>	<p>10/14/2022 10:27:30 AM CDT</p> <p>_____ Date</p>

CPO Approval and Signature Required

Business Rationale

1. Provide a detailed explanation of the need for the supplies or services:

City Colleges of Chicago was awarded the **Governor's Emergency Education Relief (GEER) Grant II** for the FY22 academic year to provide academic and social emotional support for its students in a variety of ways. The grant has been extended to FY23, so Online Learning can provide **professional development for remote instruction for faculty members**.

Per the GEER Grant II:

As CCC pivots from considering remote (synchronous) instruction as an emergency modality to instead building remote instruction as a permanent online modality that offers students flexibility, we are defining and solidifying the quality standards and expectations for such courses. An important component of this work is to ensure that the faculty members who teach remote courses benefit from professional development. CCC has assembled an online strategy group that is currently considering the quality standards and expectations and identifying the necessary PD. A portion of the GEER funds will be utilized to support this PD.

The Quality Matters Synchronous Online Teaching seminar is a live, four-hour facilitated workshop that guides faculty through the planning and development of a synchronous online course. After a brief history of distance education, faculty will discuss the considerations that go into designing a synchronous online course, such as module development, chunking content, and synchronous active learning strategies. Faculty will begin to build their own course map and plan for synchronous online sessions within their course.

Online Learning wants to use the GEER II Grant funding to pre-purchase 25 live, four-hour facilitated workshops for up to 20 faculty (in each course) to receive a PD for learning effective strategies in synchronous online teaching.

The cost for 25 workshops is **\$50,000**. These workshops will provide training for **500** faculty beginning in **January 2023**. The GEER Grant II will provide PD to **246 faculty** from **January 2023 to June 30, 2023**. The remaining 254 faculty can participate in this training beyond **June 30, 2023** to provide continued resources to faculty who teach synchronous online live courses.

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:

Quality Matters, an approved CCC vendor, is the gold standard for providing workshops and credentials for distance education. As per the GEER Grant II, Online Learning plans to provide training to faculty who have embraced the synchronous online learning modality, but need the knowledge to set-up students for success in the virtual classroom.

Quality Matters' workshop addresses how faculty can improve their synchronous online live course delivery to better ensure student retention.

The Quality Matters Synchronous Online Teaching Workshop Learning Objectives:

1. Identify best practices for synchronous online delivery.
2. Describe important considerations for synchronous design, especially those that impact delivery.
3. Design a plan for implementing synchronous online learning.

3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications:

Quality Matters is the global organization leading quality assurance in online and innovative digital teaching and learning environments.

Its mission is to promote and improve the quality of online education and student learning nationally and internationally through:

- Development of current, research-supported, and practice-based quality standards and appropriate evaluation tools and procedures.
- Recognition of expertise in online education quality assurance and evaluation.
- Fostering a culture of continuous improvement by integrating QM Standards and processes into organizational plans to improve the quality of online education.
- Providing professional development in the use of rubrics, tools and practices to improve the quality of online education.
- Peer review and certification of quality in online education.

4. Were alternative supplies or services evaluated? Yes

a. If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility:

The Online Learning Consortium, Illinois Online Network and EDUCAUSE did not offer a comparable workshop.

b. If no, why were alternatives not evaluated? Not applicable.

5. What efforts were made to get the best possible price?

CCC will be receiving the discounted member price on the workshops.

6. Will this purchase obligate the CCC to this vendor for future purchases such as maintenance, licensing or continuing need? No

a. If yes, please provide details regarding future obligations and/or needs: Not applicable.

7. Why is the price for this purchase considered to be fair and reasonable?

The cost of the workshop is \$100 per person, which is a fair and reasonable cost for a four-hour facilitated session that includes materials.

8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract:

Not applicable.

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 and a competitive bid is required, the Online Learning Department will not have enough time to fulfill the requirements of the GEER Grant II, which expires on **June 30, 2023**. We will have to report to the grantor that we were unable to provide the appropriate resources to our faculty teaching synchronous online live courses. As a result, the CCC students will not be able to be set-up for success. Not setting up students for success in courses may lead to dips in enrollment.

In Process



QM Quality Matters, Inc.
 1997 Annapolis Exchange Parkway
 Suite 300
 Annapolis, MD 21401

Estimate

Date	Estimate #
10/12/2022	1068

Phone # 866-851-4984
 Fax # 301-560-6693

Email Address: Tclaffey@qualitymatters.org

Bill To:
City Colleges of Chicago Online Learning District Office 30 E Lake Street Chicago, IL 60601

Quote Valid from Estimate Date
60 days

Description	Qty	Price	Total
Synchronous Online Teaching (SOT)	25	2,000.00	50,000.00
Illinois Sales Tax		6.25%	0.00
<h1>In Process</h1>			
<p>Please Note: QM Quality Matters Inc generates invoices for services upon completion. The discounted rate granted to a subscribing customer is contingent on their current subscription being paid in full. If a QM Quality Matters Inc. subscription is not showing a current active status, any prepayments for course reviews, professional development workshops, QM Quality Matters Inc materials and/or other QM Quality Matters Inc. services scheduled after the last day of the paid subscription term will be allocated at the non-subscriber rate.</p>			

Terms and Conditions:

All prices are quoted in U.S. dollars (USD). Total amount of QM Quality Matters Inc. Invoice must be paid in USD. All associated fees or conversion rates are the responsibility of customer.

Any prepaid amounts will be allocated to sessions, reviews, etc. at the USD amount received.

Total	\$50,000.00
--------------	--------------------

Please make all checks payable to "QM Quality Matters, Inc."



FY2021-2022 LEARNING RENEWAL PLAN

LEARNING RENEWAL PLAN		
COLLEGE	City Colleges of Chicago (District No. 508)	
AMOUNT REQUESTED	\$2,151,854	MAXIMUM AMOUNT: \$2,151,854
PROJECT MANAGER Name/Title	Mark Potter, Provost	
Telephone/Email	312-553-3458	mdpotter@ccc.edu
FISCAL CONTACT Name/Title	KERI HORNAT	
Telephone/Email	312-553-3277	KHORNAT@CCC.EDU
NARRATIVE		
<p>Submissions will be judged based on the following criteria. Each section should be concise and include sufficient detail. The narrative should describe the work associated with each of the two specific categories being funded: Academic Support and Social Emotional Support. The narrative is limited to no more than five pages.</p>		
<p>PROJECT DESCRIPTION</p> <p>Provide a brief, high-level summary of your plan (no more than 300 words). This summary will be used by the ICCB for public dissemination purposes.</p>	<p>City Colleges of Chicago, District No. 508, seeks funding from GEER II in the amount of \$2,151,854. This award will provide funds for both academic support and social emotional support.</p> <p>CCC both developed new and maintained existing support structures and programs in response to the COVID-19 pandemic. This GEER II project seeks to maintain the strengthen progress in providing those supports that include:</p> <ul style="list-style-type: none"> • In the category of academic supports: <ul style="list-style-type: none"> ○ The summer transition program called Summer Start, ○ Dual enrollment for early college students who are currently enrolled in high school, ○ Faculty professional development in remote instruction, and ○ Academic advising as the cornerstone to our Student Success Framework. • In the category of social emotional supports: <ul style="list-style-type: none"> ○ Wellness Center services at each college, inclusive of clinical counseling and social services, and ○ In-kind basic needs supports delivered in part through our food pantries. <p>CCC is committed to a holistic approach to student support. GEER II funds will ensure that we continue to meet the full range of student needs as they persist in their education.</p>	



FY2021-2022 LEARNING RENEWAL PLAN

<p style="text-align: center;">SCOPE OF WORK</p> <p>Detail the work of the plan as it relates to the allowable scope of work listed in the guidelines.</p> <p>Breakout the detail in both Academic and Social Emotional areas, and identify the specific objectives you will be developing and implementing.</p>	<p><u>Academic Supports:</u></p> <ol style="list-style-type: none">1) CCC will offer, for the second summer, the Summer Start program to incoming direct-from-high school students who can benefit from a strong start in both English and math. Having piloted Summer Start at three of the City Colleges, the program will scale in summer 2022 to all seven City Colleges. The program combines coursework, academic supports, and financial supports so that students complete the program ready to begin their first fall semester college-ready in English and prepared to begin their math sequence. CCC will assemble work teams to ensure that the program is offered to students enrolling at each of the seven City Colleges.2) CCC and Chicago Public Schools have a strong partnership inclusive of early college. Within early college, dual enrollment provides opportunities for CPS students to enroll in and take college courses at our campus (or virtually) alongside other college students. To ensure equity and access, CCC seeks to cover the cost of textbooks for all CPS students who are dual enrolling into CCC classes so that the college-going experience for these high school students is truly a no-cost experience for themselves and their families.3) As CCC pivots from considering remote (synchronous) instruction as an emergency modality to instead building remote instruction as a permanent online modality that offers students flexibility, we are defining and solidifying the quality standards and expectations for such courses. An important component of this work is to ensure that the faculty members who teach remote courses benefit from professional development. CCC has assembled an online strategy group that is currently considering the quality standards and expectations and identifying the necessary PD. A portion of the GEER funds will be utilized to support this PD.4) Throughout the pandemic, the academic support services at City Colleges of Chicago have remained strong and provide quality services for our students. Throughout this time advising services have enhanced and increased to where we are providing hybrid support services. This expansion to offering in-person and remote services allows for increased accessibility and flexibility for our student body. City Colleges seeks to maintain and build upon its momentum in advising through implementation of both the Academic Coaching model and tiering strategies for segmenting (using valid and reliable predictive data) student populations in order to plan for relevant, supportive, engagement and interventions that are personalized and proactive.5) CCC is also including in this request \$20,000 toward salaries in support of COVID testing administration at all of its locations. This expense is included in Academic Supports, as testing is a strategy to ensure continuity of instruction <p><u>Social Emotional Supports</u></p> <ol style="list-style-type: none">1) As City Colleges prepares to build a trauma-informed environment, the strategies require an inclusive approach where everyone in the
---	--



FY2021-2022 LEARNING RENEWAL PLAN

	<p>institution must positively contribute. Trauma is not something only caused by experiences of abuse, violence in the community, or loss of loved ones. Trauma is caused by environmental factors that are highly stressful, creating undue pressure, a lack of resources needed to complete tasks, and not feeling respected and supported by those in the environment..One of our approaches to addressing trauma on our campuses is the implementation of the Mental Health Early Action on Campus (MHEAC) Act. This act is intended to address gaps in mental health services on college campuses across Illinois, including both 2-year and 4-year institutions, through training, peer support, and community-campus partnerships. The goals of this act for CCC is to:</p> <ol style="list-style-type: none">a. Further identify students with mental health needs and connect them to services.b. Increase access to support services on college campuses.c. Increase access to clinical mental health services on college campuses and in the surrounding communities for college students.d. Empower students through peer-to-peer support and training on identifying mental health needs and resources.e. Reduce administrative policies that put an undue burden on students seeking leave for their mental health conditions through technical assistance and training. <p>The Wellness Centers at each of our seven City Colleges are the hubs for these efforts. Throughout the pandemic, CCC has made an intentional effort to increase investment in staffing in order to meet student social emotional needs and align with the MHEAC Act. This addition of funds will enable CCC to maintain a service level that meets the needs of our students.</p> <p>2) At CCC, 54% of students who completed a recent Hope Center #realcollege survey of student basic needs were facing housing insecurity, 43% food insecurity, and 15% identified as being homeless. CCC's strategy has been to strengthen its services that provide basic needs support to students, including food pantries and clothing supplies. Additional expenditures on equipment (at least one college is in need of a refrigerator to store fresh food) and supplies will ensure that CCC can continue to meet student basic needs inclusive of food, hygiene products, winter weather clothing, and household cleaning products.</p>
--	--



FY2021-2022 LEARNING RENEWAL PLAN

<p style="text-align: center;">ACTIVITIES AND TIMELINE</p> <p>Describe your action plan broken out by the Academic Support or Social Emotional Support categories. The plan must include specific activities, tasks, timelines, and milestones.</p>	<p><u>Academic Supports</u></p> <ol style="list-style-type: none"> 1) Summer Start: <ol style="list-style-type: none"> a. Establish a work team of faculty and staff to plan for Summer Start offerings in 2022 (October 2021) b. Begin recruitment of students (March 2022) c. Launch Summer Start 2022 (June 2022) 2) Early College: <ol style="list-style-type: none"> a. Enroll CPS students into Spring Semester dual enrollment courses (January and February 2022) b. Apply waivers to student accounts to enable them to acquire required textbooks at no cost (January and February 2022) 3) Remote instruction <ol style="list-style-type: none"> a. A committee of faculty and staff identifies quality standards and expectations for remote courses at CCC. (November 2021) b. Appropriate PD is identified to support faculty who will be interested in teaching in the remote modality. (December 2021) c. The CCC Online Learning team and the Offices of Instruction at each of the colleges collaborate to deliver and/or make available the identified PD. (January through April 2022). 4) Advising and student success - tiering <ol style="list-style-type: none"> a. All seven colleges produce comprehensive final plans for tiering, including rationale, assigned staff and offices, and engagement and intervention plans (November/December 2021) b. All seven colleges deliver comprehensive final presentations of tiering plans (December 2021) c. Colleges begin executing tiering plans (January 2022) <p><u>Social Emotional Supports</u></p> <ol style="list-style-type: none"> 1) Wellness Centers <ol style="list-style-type: none"> a. Internal Assessment of Wellness Centers to determine service gaps, needs, and current infrastructures to support trauma-informed response (November 2021-January 2022) b. Increase Wellness Center capacity through the hiring of additional counselors and staff (November 2021- February 2022) c. Develop a peer educator model that will aid in the advancement of mental health education district wide (January 2022-May 2022) d. Provide district-wide trainings and workshops to staff/faculty on how to create a trauma-informed campus environment (February 2022-April 2022) 2) Basic needs <ol style="list-style-type: none"> a. Complete thorough inventory of college equipment and supply needs (November 2021)
---	--



FY2021-2022 LEARNING RENEWAL PLAN

	<ul style="list-style-type: none"> b. Procure equipment and supplies to be able to enhance services and supports to students (December 2021 – February 2022) c. Research and develop an district-wide framework around basic needs identification and response (October 2021- May 2022)
<p style="text-align: center;">PARTNERSHIPS</p> <p>Provide a list of the institutional, community, industry, and secondary partners you anticipate collaborating with on this plan including their role in the plan. Do these partners intend to monetarily supplement this plan?</p>	<p>CCC will continue to work with One Million Degrees as a thought partner in the design and delivery of Summer Start (there will be no remuneration or monetary supplement) and may engage with a vendor to provide lessons and workshops for remote instruction PD. Any engagement with a vendor will adhere to CCC's procurement policies and procedures.</p> <p>CCC will continue to develop partnerships with Chicago Continuum of Care, community-based mental health agencies, and community-based organizations to strengthen the infrastructure to support our students on holistic healing and recovery.</p>
<p style="text-align: center;">EXPECTED OUTCOMES/IMPACT</p> <p>What are the expected outcomes and impact of this plan at your institution? These goals/outcomes should correspond to the goals iterated in the Activities portion of this Narrative.</p>	<p><u>Academic Supports</u></p> <ul style="list-style-type: none"> 1) Summer Start: Summer Start programs at each of the seven colleges in summer 2022, comprising 15 course sections in total. Students enrolled in Summer Start will be prepared to enroll into college-level English and begin their math sequence in their first fall semester. 2) Early College: By providing no-cost access to college courses, dual enrollment allows students to complete their high school career ideally with a semester of college credit and a basic certificate in industry under their belt. Many of the students who participate in the program attend high schools that do not have significant access to college credit. An additional investment from GEER II funds will increase the number of students from smaller high schools and from under-resourced high schools who access college credit opportunities. 3) Remote instruction: Clear guidelines, standards, and expectations will be identified to ensure quality of design and delivery of remote courses. A minimum of 200 faculty will participate in PD that is aligned with the identified standards. 4) Advising and student success. All seven colleges will develop and implement a tiering plan that ensures relevant, supportive, engagement and interventions that are personalized, data-informed, and proactive. Through tiering and the related strategy of coaching,



FY2021-2022 LEARNING RENEWAL PLAN

	<p>CCC will increase its advisor touchpoints throughout the academic year.</p> <p><u>Social Emotional Supports</u></p> <ol style="list-style-type: none"> 1) Wellness. <ol style="list-style-type: none"> a. Each college will increase the Wellness Center staff capacity by 1 FTE. b. Identify and train a minimum of 2 peer educators at each college. c. Provide at least 1 district-wide workshop per month on trauma-informed practices for faculty/staff. d. There will be a district-wide Wellness Center plan which outlines the goals, growth/expansion opportunities, and additional long-term execution activities. 2) Basic Needs: Each college will increase its supplies on hand and capacity to meet student needs for food, clothing, hygiene products, and other supplies.
<p>SUSTAINABILITY</p> <p>How does the college plan to scale or sustain the outcomes of this plan following the end of the allocation period?</p>	<p>Each of the strategies or tactics that are described in this Learning Renewal Plan is identified as a strategy within CCC's strategic plan(s). In each case, in fact, these work streams have already begun and implementation of strategies is already underway. CCC is thus committed to seeing the strategies through. In some cases, GEER funds will allow for a deepening of efforts; in other cases they will allow for an acceleration. In all cases, the strategies will live well beyond this year of funding.</p> <p style="text-align: center; font-size: 2em; opacity: 0.5;">Process</p>

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the terms and conditions of the applicable Federal or State award or program participation agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (2 C.F.R. 200.41)



Digitally signed by Mark
Potter DN: cn=Mark Potter,
o, ou,
email=mdpottter@ccc.edu,
c=US

Date: 2021.10.04 15:00:56 -05'00'

Signature

Mark Potter

Date