

**Sole Source/Bid Waiver Justification Application**

Name of Requestor: William Aycox  
 Department/School: Office of Instruction- Malvern X College  
 Project Title: Professional Development MKG Enterprise

Email Address: waycne@ccmr.edu  
 Bulletin or Reference Number: \_\_\_\_\_  
 Vendor: Academic Impressions (AI)

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 41,000  Actual  Estimated  
 (Attach the proposal received)

Number of Potential/Remaining Renewals: 0

Length of Each Renewal in Months: 0

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

*Handwritten signature and date: 3/17/23*

Provide a description of the supplies or services required: Academic Impressions provides leadership, personal development and skills based training opportunities

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:

- 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): \_\_\_\_\_

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	February 2022	March 2023	\$22,500	Professional Development	Academic Impressions
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; Align with the Center For Teaching & Learning overall strategic plan for the MCC Faculty & Staff offerings aligns with the Center For Teaching & Learning overall strategic plan for the MCC Faculty & Staff
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; What is unique in their services are their course offerings particularly in the areas of DEL-STEM, Leadership Development & Women's Leadership
3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications; Unique features would include reporting management reports & course offering for Deans and Faculty Chairs
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; In A's initial bid cap submission, the competitors did not have the level of specificity in terms of course offerings that were aligned with Malcolm X
  - b. If no, why were alternatives not evaluated? \_\_\_\_\_
5. What efforts were made to get the best possible price? MCC conducted a market research and the price was considered fair and reasonable
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? The price was considered fair and reasonable based on market research and the possible adoption of services on the an expense level for MCC as a whole
8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract; N/A
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? It will require MCC to hire another individual to do the same work that the current vendor is doing. This will require MCC to hire another individual to do the same work that the current vendor is doing.

**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.

<p>_____ Department/College Representative Signature</p> <p><i>Tiffany Dixon</i> Department/College Representative Signature</p> <p><i>David A. Sanders</i> VC/ College President Signature</p>	<p>_____ Printed Name</p> <p><u>Tiffany Dixon</u> Printed Name</p> <p>_____ Printed Name</p> <p><u>David A. Sanders</u> Printed Name</p>	<p>_____ Date</p> <p><u>2/13/2023</u> Date</p> <p><u>2/19/2023</u> Date</p>
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**CPO Approval and Signature Required**

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