CITY COLLEGES

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 solesource@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 CCC generally does not permit non-competitive procurements by statute, exceptions are allowed where competition is not feasible. Even though the procurement isn't competed, you still need to maintain a history of the process. It will be especially important for you to document the circumstances and rationale for not competing the solicitation. This form is used for this documentation.

Examples of acceptable exceptions from the competitive procurement process may include (but are not limited to):

- 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 of offeror for that item.
- A CCC preference for a specific brand or 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.

Why are you requesting a Sole Source Waiver?

Check the reason below explaining why you are requesting a Sole Source/Bid Waiver for this purchase:

	Only one known source that can provide the commodity or service.
	Procurement of public utility services
	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.
П	Other

Ü^c*Á*H**Ø**≅Gl

Gc`Y`Gci fWY#6]X`K U]j Yf`>i ghjZJWUhjcb`5 dd`]WUhjcb

	Emily Anderson		Ò{æãjÁOEåå¦^∙∙kKefit	zmaurice@ccc.edu	
Department/School:	Adult Education-Distric	t Office	ÓXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	&^Áp*{à^¦kÁ∰	
Ú¦[&&ÁVãt ^KAdult E	ducation Testing Materi	als	X^} å[¦kÁ NCS Pea	-	
Xaq`^Áq.ÁQããã±qÁV^¦{[ÇDācæ&@Á@Aj¦[][•aq	ŽĄ¦Á sÁcá Ü^}^,a¢ÉŽXæ† Á^&^ãç^åD	^Áį-Án@āÁÜ^}^, æ∯r	₩ \ 5 00,000	Act	ual Estimate
Number of Potential/	Remaining Renewals	:'	Choose one of th	e following:	
Length of Each Rene	ewal in Months:		■ New Sole Source Sole Source Re		
Value of All/Remaini	ng Renewals: \$		=	or Amendment to an	Existing Sole Sou
Provide a description	of the supplies or se	rvices required:			
GED is a metric that is tracked for	uchers and GED Ready/practice tests our program by ICCB. The time frame for all five years in case the price goes	e for this request is five years, 202	23-2028.We are purchasing unlimited	use of vouchers for a flat fee. The	price this year is 53,000.
Select the Type of Fo	unding to be Used:		•	al Funds	☐ Grant Funds
		Other (Explain):			
V@∻Ájĭ¦&@æ•^Áa∳Á\&[}[{ a&ad ^A[}} ^Á[} ^Aeqcaaqiaa	à ^Á¦[{Á dÁ i}j* ^Á:[ĭ¦&^Áa^&æĕ•^ÁaÁarK		
☐ Ô¦ãã&æp\x.@ep * ^ • Ág Ás@ æp å Ás^ • Óx&&&[{] ā @ ☐ Ø^å^!æp\$DÔÔÁÕ!æp óÁ	{^}}o∱,æto•Á;¦Án^¦çã&^Á ®,Án¢ãrcã,*Ás[}dæsscÁse^Á; °àÁsn^Ác@A;¦ārā,ætÁs[}dæ ^~~ã∧•Ás[}dæscÁ;ãc@Á]/ iACE;'^^{^}doMÁ	8 0Á@ å∧¦ <i>Á</i> ₩₩Ж	<i>ą &!' áặ * k</i> ị a ☐ Ú à æk ka cặa ☐ Ü a â a ƙaa à ƙ ॉ * l a â ka à a ƙ	}Á, ^{ à^!• @]•Ágö∵^•! ∂åæc^åÁtæç^ ÆgèåÁ^ æc^å ∂Á^*` æc^åÁ^!çæc°å &' ^çærā]}Ás![æå&æ•oÁã ægic^}æ)&^ ∰ÆÁ state approved t	Ár¢]^}•^•DÁ 1 @•Ár[~ç;æb^Áæ&^}•^
c@ Á@ å^¦ÁÁ ÁÔ[]^¦#I @A[¦ÁÚææ^}cA	ĺo (à∧¦ Ģ Da¶				
☐ @^{ Ás Ás[]^ â @^âÁ;	Þ*{ à^{@ / M ^å Á o@•^Á*]] ∂ \$•Ð^{	Ça&∧•ÁsjÁs@ÁjæedÑÁÁ		Á	
☐ @^{ Ás ÁS[]^ à @^ à Á; c@ Á@ à^ Á\	ĺo (à∧¦ Ģ Da¶	Ç&Z^•ÁŞÁ @ÁÇ@A∫ ÒÔÒÞVÁÔUÞVÜŒÔ	` 	Á NÁOSYONŰÖÉA[¦Án@A	^\}cā^Á^ æaā }•@2 Á
☐ @^{ Ás ÁS[]^ à @^ à Á; c@ Á@ à^ Á\	Þ~{à^{@DM[^åÁs@•^Á•~]] ∂N•Е^\ ÍYOVPÁ/PÒÁTUÙVÁÜČ	Ç&Z^•ÁŞÁ @ÁÇ@A∫ ÒÔÒÞVÁÔUÞVÜŒÔ	` 	Á NÁOSYONŰÖÉA[¦Án@A	^\\aa_^A^\ æaa[}•@]A
☐ @^{ Ás ÁS[]^!ā @^âÁ; c@ Á@ ā^!ÁÁ	Þ~{à^{@ond[^åÁc@•^Án~]] ∂N•Е^\ ŚYOVPÁVPÒÁTUÙVÁÜĊ Ác@áÁ~]] ^Á;¦Án^¦çæX	Ç 282 \• Á59,Ánc@Á), æe dÑÁÓ Ò Ô Ò Þ VÁÔ U Þ VÜ OBÔ ∖ÉÁJÃ dÁN æ& @Ád^¦{ ÉÁÇA	`````````````````````````````````````	Á NÁOSYONŰÖÉA[¦Án@A	^\}cā^Á^ æaā }•@3 Á -{^}dn[-Á^æ&@xÁ † O
☐ @^{ /æ /æ[]^!ā @^â/Ā;	Þ-ĭ{à^¦@ina[NåÁs@o•^Án-ĭ]] a?o•Bo^¦g Ív OVPÁVPÒÁTUÙVÁÜČ Ás@áÁn-ĭ]] ^Á;¦Án^¦ça&v u 7	ÇBBA •ÁS, Ás@ Ájæ dÑÁ ÒÔÒÞVÁÔUÞVÜŒÔ •ÉÁS aÁ æ&@ÁA ¦{ÉÁsa u u	`	Á MÁSY ONUÖ ÁN I ÁN ÁN ÁN ÁN Í SEN N ÁN ÁN ÁN ÁN ÁN Í SEN Í Í ÚSED Test Vouchers I GED Test Vouchers I	^ (a^ Á^ aæa[
☐ @^{ /a	Þ~{ à^{gun¶ ^åÁs@•^Án~]] aN•Е^\ Áy OVPÁ/PÒÁTUÙVÁÜÒ Ás@áÁ~]] ^Á;¦Án^¦ça& u 7 8/6/2020	Çã&^•Á§ Án@Á)æ dÑÁ ÒÔÒÞVÁÔUÞVÜŒÔ ÈÃjā dÁnæ&@Án^¦{ ÉÁça u u 7/31/2023	`````````````````````````````````````	Á MÁSY ONEÜÖ ÉÁI¦ ÁA Ó Á ÁAS) åÁS]^ÁI-ÁI;[& '.\^) GED Test Vouchers I	^ (a^ Á^ aæa[
☐ @^{ /a	Þ~{ à^{g DM} ^åÁs@•^Á~]] à>•Ð^¦ç Ý CVPÁ/PÒÁT UÙVÁÜĊ Ás@áÁ~]] ^Á;¦Á^¦çã& u 7 8/6/2020 8/4/2016	ÇBAN•ÁS, ÁS@Á, æ•dÑÁ ÒÒÒÞVÁÔUÞVÜŒÔ ŘÁjárdÁNæ&@ÁN¦{ ÉÁŞa u u 7/31/2023 7/31/2020	\(\hat{\bar{\text{\ti}\text{\	Á MÁSY ONUÖ ÁN I ÁN ÁN ÁN ÁN Í SEN N ÁN ÁN ÁN ÁN ÁN Í SEN Í Í ÚSED Test Vouchers I GED Test Vouchers I	^
☐ @ { Ás ÁS[]^! \$ @ ^ å Á;	Þ~{ à^{g DM} ^åÁs@•^Á~]] à>•Ð^¦ç Ý CVPÁ/PÒÁT UÙVÁÜĊ Ás@áÁ~]] ^Á;¦Á^¦çã& u 7 8/6/2020 8/4/2016	ÇBAN•ÁS, ÁS@Á, æ•dÑÁ ÒÒÒÞVÁÔUÞVÜŒÔ ŘÁjárdÁNæ&@ÁN¦{ ÉÁŞa u u 7/31/2023 7/31/2020	\(\hat{\bar{\text{\ti}\text{\	Á MÁSY ONUÖ ÁN I ÁN ÁN ÁN ÁN Í SEN N ÁN ÁN ÁN ÁN ÁN Í SEN Í Í ÚSED Test Vouchers I GED Test Vouchers I	^ (a^ Á^ aæa[
☐ @ { Ás ÁS[] ^ à @ ^ à Á;	Þ~{ à^{g DM} ^åÁs@•^Á~]] à>•Ð^¦ç Ý CVPÁ/PÒÁT UÙVÁÜĊ Ás@áÁ~]] ^Á;¦Á^¦çã& u 7 8/6/2020 8/4/2016	ÇBAN•ÁS, ÁS@Á, æ•dÑÁ ÒÒÒÞVÁÔUÞVÜŒÔ ŘÁjárdÁNæ&@ÁN¦{ ÉÁŞa u u 7/31/2023 7/31/2020	\(\hat{\bar{\text{\ti}\text{\	Á MÁSY ONUÖ ÁN I ÁN ÁN ÁN ÁN Í SEN N ÁN ÁN ÁN ÁN ÁN Í SEN Í Í ÚSED Test Vouchers I GED Test Vouchers I	^
☐ Q^{ Ás ÁS[]^! \$ @^ å Á;	Þ~{ à^{g DM} ^åÁs@•^Á~]] à>•Ð^¦ç Ý CVPÁ/PÒÁT UÙVÁÜĊ Ás@áÁ~]] ^Á;¦Á^¦çã& u 7 8/6/2020 8/4/2016	ÇBAN•ÁS, ÁS@Á, æ•dÑÁ ÒÒÒÞVÁÔUÞVÜŒÔ ŘÁjárdÁNæ&@ÁN¦{ ÉÁŞa u u 7/31/2023 7/31/2020	\(\hat{\bar{\text{\ti}\text{\	Á MÁSY ONUÖ ÁN I ÁN ÁN ÁN ÁN Í SEN N ÁN ÁN ÁN ÁN ÁN Í SEN Í Í ÚSED Test Vouchers I GED Test Vouchers I	^
☐ @^{ Áa ÁS[]^ à @^ à Á;	Þ~{ à^{g DM} ^åÁs@•^Á~]] à>•Ð^¦ç Ý CVPÁ/PÒÁT UÙVÁÜĊ Ás@áÁ~]] ^Á;¦Á^¦çã& u 7 8/6/2020 8/4/2016	ÇBAN•ÁS, ÁS@Á, æ•dÑÁ ÒÒÒÞVÁÔUÞVÜŒÔ ŘÁjárdÁNæ&@ÁN¦{ ÉÁŞa u u 7/31/2023 7/31/2020	\(\hat{\bar{\text{\ti}\text{\	Á MÁSY ONUÖ ÁN I ÁN ÁN ÁN ÁN Í SEN N ÁN ÁN ÁN ÁN ÁN Í SEN Í Í ÚSED Test Vouchers I GED Test Vouchers I	^
☐ Q^{ Æ Æ Æ []^!ā @^åÆ,	Þ~{ à^{g DM} ^åÁs@•^Á~]] à>•Ð^¦ç Ý CVPÁ/PÒÁT UÙVÁÜĊ Ás@áÁ~]] ^Á;¦Á^¦çã& u 7 8/6/2020 8/4/2016	ÇBAN•ÁS, ÁS@Á, æ•dÑÁ ÒÒÒÞVÁÔUÞVÜŒÔ ŘÁjárdÁNæ&@ÁN¦{ ÉÁŞa u u 7/31/2023 7/31/2020	\(\hat{\bar{\text{\ti}\text{\	Á MÁSY ONUÖ ÁN I ÁN ÁN ÁN ÁN Í SEN N ÁN ÁN ÁN ÁN ÁN Í SEN Í Í ÚSED Test Vouchers I GED Test Vouchers I	^ (a^ Á^ aæa[

Ü^çÁHB€GH VC Initial

Business Rationale

1.	Provide a detailed explanation of the need for t	the supplies or services:				
	Adult Education students take the GED test to earn their Illinois High taking the test and demonstate they are ready for the official exam.	School Diploma Certificate, GED READY/Practice vol	uchers give students the opportunity to practice			
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:					
	Pearson is the only provider of the GED High Stest.	School Equivalency test and GED Hig	gh School Equivalency practice			
3.	If professional services, what are the unique of Provide specific. measureable factors/qualifications					
4.	Were alternative supplies or services evaluate a. If yes, what were they and why we Please be specific with regard to featu					
	Pearson is the only Illinois Community Coll	lege Board authorized GED High	School Equivalency test vendor.			
5.	What efforts were made to get the best possible price? We are purchasing unlimited use of vouchers for a flat fee. The price this year is 53,000. Th unlimited purchase use allows us to have seat for changes in enrollment or additional testing needs without having to purchase new licenses. The 500,000 is an estimated cots for all five years in case the price goes up or in case the state adapts another exam they offer, which we would then also need to purchase seats for.					
6.						
7.	Why is the price for this purchase considered to This price is fair and reasonable because it has remained and in need. We will not need to purchase new	ined consistent and allows us to ensure al				
7. 8.	This price is fair and reasonable because it has remain	ined consistent and allows us to ensure al vouchers should the volume of tests we r	need change due to enrollment growth.			
	This price is fair and reasonable because it has remain ready and in need. We will not need to purchase new lf this is a renewal, describe why circumstance	ined consistent and allows us to ensure all vouchers should the volume of tests we researe such that competitive selection	need change due to enrollment growth.			
	This price is fair and reasonable because it has remained and in need. We will not need to purchase new lift this is a renewal, describe why circumstance awarding the original contract: Pearson is the only authorized Illing What will be the financial or other impact to the Significant reduction of CCC Adult Education stude	ined consistent and allows us to ensure all vouchers should the volume of tests we rest are such that competitive selection nois Community College Board of this sole source is not apprints earning their Illinois High School Dip	n is still not an alternative since oard GED test provider. roved and a competitive bid is required? loma certificate resulting in fewer Adult			
8. 9.	This price is fair and reasonable because it has remained and in need. We will not need to purchase new lifthis is a renewal, describe why circumstance awarding the original contract: Pearson is the only authorized Illing What will be the financial or other impact to the Significant reduction of CCC Adult Education stude Education students transitioning into CCC academic	ined consistent and allows us to ensure all vouchers should the volume of tests we rest are such that competitive selection nois Community College Bore CCC if this sole source is not apprents earning their Illinois High School Dip cand career programs, lowering CCC er	n is still not an alternative since oard GED test provider. roved and a competitive bid is required? loma certificate resulting in fewer Adult			
8. 9.	This price is fair and reasonable because it has remained and in need. We will not need to purchase new leads and in need. We will not need to purchase new awarding the original contract: Pearson is the only authorized Illing What will be the financial or other impact to the Significant reduction of CCC Adult Education stude Education students transitioning into CCC academic remet/College Representative Signature Remained and understand the contents of this Sole Sour	ined consistent and allows us to ensure all vouchers should the volume of tests we rest are such that competitive selection nois Community College Bodie CCC if this sole source is not appropriate earning their Illinois High School Dipit and career programs, lowering CCC enterprise equired	n is still not an alternative since pard GED test provider. roved and a competitive bid is required? Ioma certificate resulting in fewer Adult prollment levels.			
8. 9.	This price is fair and reasonable because it has remained and in need. We will not need to purchase new lifthis is a renewal, describe why circumstance awarding the original contract: Pearson is the only authorized Illing What will be the financial or other impact to the Significant reduction of CCC Adult Education stude Education students transitioning into CCC academic remet/College Representative Signature Remained and in the contract of	ined consistent and allows us to ensure all vouchers should the volume of tests we rest are such that competitive selection nois Community College Bottle CCC if this sole source is not appropriate earning their Illinois High School Dipit and career programs, lowering CCC enterprise (Pid Waiver Justification and atterprise	n is still not an alternative since pard GED test provider. roved and a competitive bid is required? Ioma certificate resulting in fewer Adult in rollment levels. est that all statements are true and correct.			
8. 9.	This price is fair and reasonable because it has remained and in need. We will not need to purchase new lift this is a renewal, describe why circumstance awarding the original contract: Pearson is the only authorized Illing. What will be the financial or other impact to the Significant reduction of CCC Adult Education stude Education students transitioning into CCC academic remaining into CCC academic and understand the contents of this Sole Sour DocuSigned by:	ined consistent and allows us to ensure all vouchers should the volume of tests we rest are such that competitive selection nois Community College Bodie CCC if this sole source is not appropriate earning their Illinois High School Dipit and career programs, lowering CCC enterprise equired	n is still not an alternative since pard GED test provider. roved and a competitive bid is required? Ioma certificate resulting in fewer Adult prollment levels.			
8. 9.	This price is fair and reasonable because it has remained and in need. We will not need to purchase new lifthis is a renewal, describe why circumstance awarding the original contract: Pearson is the only authorized Illing What will be the financial or other impact to the Significant reduction of CCC Adult Education stude Education students transitioning into CCC academic artment/College Representative Signature Remained and understand the contents of this Sole Sour Docusigned by: Emily Anderson	ined consistent and allows us to ensure all vouchers should the volume of tests we rest are such that competitive selection nois Community College Both e CCC if this sole source is not apprents earning their Illinois High School Dipter and career programs, lowering CCC entered arce /Bid Waiver Justification and attempt to the control of the control	n is still not an alternative since pard GED test provider. roved and a competitive bid is required? Ioma certificate resulting in fewer Adult prollment levels. est that all statements are true and correct. 8/29/23			
8. 9.	This price is fair and reasonable because it has remained and in need. We will not need to purchase new lifthis is a renewal, describe why circumstance awarding the original contract: Pearson is the only authorized Illing What will be the financial or other impact to the Significant reduction of CCC Adult Education stude Education students transitioning into CCC academic and understand the contents of this Sole Sour Docusigned by: Emily Anderson Department/College Representative Signature Docusigned by: Department/College Representative Signature Department/College Representative Signature	ined consistent and allows us to ensure all vouchers should the volume of tests we rest are such that competitive selection nois Community College Both e CCC if this sole source is not approached and career programs, lowering CCC entered and career programs, lowering CCC entered and career programs, lowering CCC entered and career programs.	n is still not an alternative since pard GED test provider. roved and a competitive bid is required? Iloma certificate resulting in fewer Adult hrollment levels. est that all statements are true and correct. 8/29/23 Date			
8. 9.	This price is fair and reasonable because it has remained and in need. We will not need to purchase new leads and in need. We will not need to purchase new awarding the original contract: Pearson is the only authorized Illing. What will be the financial or other impact to the Significant reduction of CCC Adult Education stude Education students transitioning into CCC academic remained. College Representative Signature Remained and understand the contents of this Sole Sour Docusigned by: Emily Anderson Department/College Representative Signature	ined consistent and allows us to ensure all vouchers should the volume of tests we rest are such that competitive selection nois Community College Bottle CCC if this sole source is not apprents earning their Illinois High School Dipit and career programs, lowering CCC entered rece /Bid Waiver Justification and attempt to the competition of the competiti	n is still not an alternative since pard GED test provider. roved and a competitive bid is required? Ioma certificate resulting in fewer Adult hrollment levels. est that all statements are true and correct. 8/29/2023 11:17:44 AM C			
8. 9. Depa	This price is fair and reasonable because it has remained and in need. We will not need to purchase new lifthis is a renewal, describe why circumstance awarding the original contract: Pearson is the only authorized Illing What will be the financial or other impact to the Significant reduction of CCC Adult Education stude Education students transitioning into CCC academic and understand the contents of this Sole Sour Docusigned by: Emily Anderson Department/College Representative Signature Department/College Representative Signature Department/College Representative Signature Department/College Representative Signature EFB608CF55744ED	ined consistent and allows us to ensure all vouchers should the volume of tests we rest are such that competitive selection nois Community College Both e CCC if this sole source is not appropriate earning their Illinois High School Dip condition and career programs, lowering CCC entered by the competition of the com	n is still not an alternative since pard GED test provider. roved and a competitive bid is required? Items are true and correct. 8/29/23 Date 8/29/2023 11:17:44 AM C			
8. 9. Depa	This price is fair and reasonable because it has remained and in need. We will not need to purchase new lifthis is a renewal, describe why circumstance awarding the original contract: Pearson is the only authorized Illing What will be the financial or other impact to the Significant reduction of CCC Adult Education stude Education students transitioning into CCC academic crtment/College Representative Signature Remains and understand the contents of this Sole Sour Docusigned by: Emily Anderson Department/College Representative Signature Docusigned by: Department/College Representative Signature Docusigned by: College President Signature	ined consistent and allows us to ensure all vouchers should the volume of tests we rest are such that competitive selection are captured and career programs, lowering CCC entered and career programs, lowering CCC entered are being a such as a suc	n is still not an alternative since pard GED test provider. roved and a competitive bid is required? Items certificate resulting in fewer Adult and levels. est that all statements are true and correct. 8/29/23 Date 8/29/2023 11:17:44 AM CONTEST Date 8/29/2023 1:29:27 PM CD			

Rev 3/2023 VC Initial _____