

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 or 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.
- Other

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Name of Requestor:
 Department/School:
 Unit:

Estimated Total Value: Actual Estimated

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:

Pearson provides GED testing vouchers and GED Ready/practice tests for Illinois High School Diploma certification. This is one of the approved high school equivalency exams in IL and obtainment of the GED is a metric that is tracked for our program by ICCB. The time frame for this request is five years, 2023-2028. We are purchasing unlimited use of vouchers for a flat fee. The price this year is 53,000. The 500,000 is an estimated cost 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.

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

- VC Initials:
- GED Testing Vouchers
 - GED Ready/Practice Tests
 - State Approved Tests in Compliance
 - Other (Specify):

Requestor Signature: _____
 Date: _____
 Title: _____

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|---|----------|-----------|---------|-------------------|-------------|
| \ | 8/6/2020 | 7/31/2023 | 100,000 | GED Test Vouchers | Sole Source |
| u | 8/4/2016 | 7/31/2020 | 141,000 | GED Test Vouchers | Sole Source |
| u | 7/1/2013 | 6/30/2016 | 141,000 | GED Test Vouchers | Sole Source |
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Business Rationale

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

Adult Education students take the GED test to earn their Illinois High School Diploma Certificate, GED READY/Practice vouchers give students the opportunity to practice taking the test and demonstrate they are ready for the official exam.

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 School Equivalency test and GED High School Equivalency practice test.

3. If professional services, what are the unique qualifications the vendor possess?

Provide specific, measureable factors/qualifications:

4. Were alternative supplies or services evaluated? Yes No

a. If yes, what were they and why were they unacceptable? If no, why were alternatives not evaluated?

Please be specific with regard to features, characteristics, requirements, capabilities and compatibility:

Pearson is the only Illinois Community College 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. Will this purchase obligate the CCC to this vendor for future purchases such as maintenance, licensing or continuing needs?

Yes No 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?

This price is fair and reasonable because it has remained consistent and allows us to ensure all vouchers are used for students that are ready and in need. We will not need to purchase new vouchers should the volume of tests we need change due to enrollment growth.

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

Pearson is the only authorized Illinois Community College Board GED test provider.

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?

Significant reduction of CCC Adult Education students earning their Illinois High School Diploma certificate resulting in fewer Adult Education students transitioning into CCC academic and career programs, lowering CCC enrollment levels.

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.

DocuSigned by:
Emily Anderson

Department/College Representative Signature

Emily Anderson

Printed Name

8/29/23

Date

DocuSigned by:
Luis Narvaez

Department/College Representative Signature

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Luis Narvaez

Printed Name

8/29/2023 | 11:17:44 AM CDT

Date

DocuSigned by:
Mark Potter

VC/ College President Signature

E2964BEEF2F6487...

Mark Potter

Printed Name

8/29/2023 | 1:29:27 PM CDT

Date

Procurement Approval and Signature Required

Printed Name

Date