

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.
- Other

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Name of Requestor: [Katheryn Hayes]
Department/School: [City Colleges of Chicago]
2024 Commencement Venue [Wintrust Arena]

Number of Potential/Remaining Renewals: []
Length of Each Renewal in Months: []
Value of All/Remaining Renewals: \$ []

Choose one of the following:
[] Actual
[] Estimated
[] New Sole Source
[] Sole Source Renewal
[] Change Order or Amendment to an Existing Sole Source

Provide a description of the supplies or services required:

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

- VC Initial & Renewal...
[] Educational Funds
[] Capital Funds
[] Grant Funds
[] Other (Explain): []

VC Initial & Renewal...
VC Initial & Renewal...
VC Initial & Renewal...

Table with 6 columns: u, u, u, t,), t. Rows include dates (Dec 1, 2022, May 8, 2023), amounts (\$260,000, \$250,000, \$420,000), and service locations (Wintrust Arena).

@ []

Business Rationale

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

To hold two in-person commencement ceremonies.

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:

Wintrust Arena is the only venue with the capacity and availability with the ability to commit to this event.

3. If professional services, what are the unique qualifications the vendor possess?
Provide specific, measureable factors/qualifications:

Availability, capacity, as well as experience working with this event in the past.

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:

Historically, other Chicago venues have been explored, but they either do not respond, are not able to commit due to priority uses (ie athletic events) or they lack capacity.

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

CCC works to bring costs in alignment with prior years or explain any increases.

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?

The price provided is a not to exceed and CCC works to ensure each line item is consistent with prior years.

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

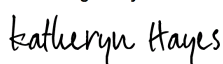
N/A

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?

City Colleges would not be able to hold its commencement ceremony in person in the desired time frame.

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.

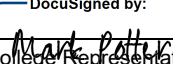
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Department/College Representative Signature

Kathryn Hayes

Printed Name

10-15-23

Date

DocuSigned by:

E2964BEEF2F6487...
Department/College Representative Signature

Printed Name

Date

Mark Potter

Printed Name

10/16/2023 | 9:42:29 AM CDT

Date

VC/ College President Signature

Printed Name

Date

Procurement Approval and Signature Required