# 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				

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Length of Each Ren	ewal in Months: —		<ul><li>■ New Sole Source F</li></ul>			
Value of All/Remain	ng Renewals: \$—		☐ Change Orde	r or Amendment to a	an Existing Sole Sou	
Provide a description	n of the supplies or se	ervices required:				
Select the Type of F	unding to be Used:	■ Educational Fur	nds	pital Funds	☐ Grant Funds	
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### **Business Rationale**

1.	Provide a detailed explanation of the need for the supplies or services:							
	To hold two in-person commencem	ent ceremonies.						
2.	What are the unique features of the cumplies or	convices that are not available in any	v other product or by any other yender?					
۷.	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 q	ualifications the vendor possess?						
	Provide specific measureable factors/qualifications:		( ) . ( ) (					
	Availability, capacity, as well as ex	perience working with this e	event in the past.					
4.	Were alternative supplies or services evaluate	d? ☐ Yes ■ No						
7.	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	•	• • •					
	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	e price?						
	CCC works to bring costs in alignment with prior years or explain any increases.							
6.	Will this purphase obligate the CCC to this year	der for future purchages auch as mai	ntononce licensing or continuing peode?					
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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							
	N/A	awarding the original contract: N/Δ						
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?							
3.	City Colleges would not be able to hold its commencement ceremony in person in the							
	desired time frame.							
Depa	rtment/College Representative Signature Re	auired						
I kno	w and u <u>nderstand the</u> contents of this Sole Sour	ce /Bid Waiver Justification and attes	st that all statements are true and correct.					
	katheryn Hayes	Katheryn Hayes	10-15-23					
	Department/College Representative Signature	Printed Name	Date					
	Department/Conlege (Vepresentative Signature DocuSigned by:	Tilled Name						
	At and Pallers							
	Department/College/Nepredentative Signature	Printed Name	Date					
		Mark Potter	10/16/2023   9:42:29 AM CD					
	VC/ College President Signature	Printed Name	Date					
	Procurement Approval and Signature Required	Printed Name	Date					

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