

**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](mailto: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



## Business Rationale

1. Provide a detailed explanation of the need for the supplies or services:
  
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:*
  
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:*
  
5. What efforts were made to get the best possible price?
  
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?
  
8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract:
  
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?

### 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.

\_\_\_\_\_  
Department/College Representative Signature

Printed Name

Date

\_\_\_\_\_  
Department/College Representative Signature

Printed Name

Date

\_\_\_\_\_  
VC/ College President Signature

Printed Name

Date

\_\_\_\_\_  
Procurement Approval and Signature Required

Printed Name

Date