

Below are the following Sole Source/Bid Waiver Criteria. If your purchase meets 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

Business Rationale

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

CCC is seeking Sole Source exemption for Fooda to provide meals to the Child Development Lab Schools because they hold an active contract, license, and exclusive rights to CCC's kitchen space.

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:

Fooda provides a full-service meal program to the Child Development Lab Schools. Sharing the licensed kitchen space with another vendor could be challenging and disruptive to both food programs. Fooda is best-equipped to serve as the sole provider for childcare meals.

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

Fooda is licensed to provide CCC with cafeteria, catering, vending and childcare meals to CCC and is best is best-equipped to be the Sole Source vendor for childcare meals.

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?

Each year, Fooda is required to submit a price for the meals and the price cannot exceed the Consumer Price Index.

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:

The Child Development Lab Schools share the kitchen space and rely on Fooda to maintain Food Establishment licenses and are required to comply with all city inspections

7. Why is the price for this purchase considered to be fair and reasonable?

We renew our ChildCare contract yearly and meet ISBE-CACFP requirements and meet the Consumer Price Index.

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 CCC if this sole source is not approved and a competitive solicitation is required?

If these services are not fulfilled, we may lose our childcare license as we would fail to meet ISBE-CACFP grant requirements and we would not be able to serve our families.

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.

Digitally signed by Maria Sanchez
121DAF7DEF494B8

Department/College Representative Signature

Maria Sanchez

Printed Name

1/29/2024 | 12:25:33 PM CST

Date

Digitally signed by Kiana Keys
1AFD07E7DE5A432

Department/College Representative Signature

Kiana Keys

Printed Name

1/29/2024 | 12:45:21 PM CST

Date

Digitally signed by Jeffrey Wong
E9D04D0EF7A847A

VC/ College President Signature

Jeffrey Wong

Printed Name

1/29/2024 | 12:36:10 PM CST

Date

Procurement Approval and Signature Required

Printed Name

Date