

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

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Name of requestor:
Department/School: Contract or Board Report #
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Number of potential/remaining renewals:

Choose one of the following:

Length of each renewal in months:

New Sole Source

Sole Source renewal

Value of all/remaining renewals: \$

Change Order or Amendment to an existing Sole Source

Provide a description of the supplies or services required:

Launch two ISACA certification courses on-line, in a Virtual instructor led platform. The two certifications are Information Technology Certified Associate and Certification in Emerging Technologies.

Select the type of funding to be used: Educational Funds Capital Funds Grant Funds
 Other (Explain):

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Business Rationale

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

Lucrative opportunities in IT beckon, but the industry's diversity gap persists, especially for women, Black, Latinx, low-income, and underserved groups. Malcolm X College (MXC) proposes a program targeting Chicago's West Side, marked by significant poverty. MXC, situated in this area, aims to address workforce needs exacerbated by COVID-19. Chicago Tribune analysis highlights West Side's high infection rates, compounding economic challenges. MXC, drawing from its location, vows to leverage partnerships to uplift and address the economic disparities evident in target communities.

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:

ISACA is the OEM of ISACA certifications. Malcolm X College will partner with ISACA to develop and implement Virtual Instructor Led programming for ITCA and CET certifications. MXC will provide the learning management system brightspace for course delivery.

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

Provide specific, measureable factors/qualifications:

N/A

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:

N/A

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

City Colleges of Chicago worked closely with the VP of Strategic Partnerships/Business Development to develop this discount structure: • ITCA (20 students) + CET (25 students) Non Member Pricing is \$184,340 - \$76,000 = Discount of \$108,840.

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?

1) Significant discount offered for Malcolm X College and 2) IT certification prep courses can run \$1K-\$5K on the consumer side. This discount allows us to offer the courses at a more accessible rate for our students.

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?

IREPO funds will not be spent appropriately. CCC will not be able to offer ISACA certifications.

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.

Perrin D. Greene Jr Digitally signed by Perrin D. Greene Jr
Date: 2023.11.29 12:03:44 -06'00'

Department/College Representative Signature

Perrin Greene Jr

Printed Name

11-29-23

Date

DocuSigned by:

David Swiders
Department/College Representative Signature

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Printed Name

1/29/2024 | 11:56:02 AM CST

Date

VC/ College President Signature

Procurement Approval and Signature Required

Printed Name

Date