

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 Christopher Kopp, Chief Procurement Officer for further instruction via email at ckopp1@ccc.edu or phone (312) 553-3420.

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 states generally do not permit non-competitive procurements by statute, exceptions are allowed where competition is not feasible.

Examples of acceptable exceptions from the competitive procurement process may include:

- X 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 offer or for that item.
- ☐ A CCC preference for a brand 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 of a good or service.

What are acceptable considerations for sole source procurements?

CCC reasons for sole sources vary greatly but should fall within the following:

- ☐ Only one known source that can provide the commodity or service.
- X Unique source (commodity/service is unique/special in nature)
- ☐ 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.

Sole Source/Bid Waiver Justification Application

Name of Requestor: Barbara Sitkiewicz

Email Address: bsitkiewicz@ccc.edu

Department/School: Adult Education

Bulletin or Reference Number: _____

Project Title: Adult Education Testing Materials

Vendor: CASAS

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ \$150,000 annually ☐ Actual ☒ Estimated- the actual cost is derived from enrollment in the AED program.

Number of Potential/Remaining Renewals: _____

Length of Each Renewal in Months: 36 months
(08/1/2020-07/31/2023)

Choose one of the following:

- ☐ New Sole Source
- ☒ Sole Source Renewal
- ☐ Change Order or Amendment to an Existing Sole Source

Value of All/Remaining Renewals: \$ _____

Provide a description of the supplies or services required: CASAS provide English as a Second Language (ESL) placement testing for accurate Adult Education class placement which is required by ICCB.

Select the Type of Funding to be Used: ☒ Educational Funds ☐ Capital Funds ☒ Grant Funds
☐ Other (Explain): _____

This purchase is economically only available from a single source because it is:

- ☐ Art or Entertainment Services or Athletic Events
- ☐ Compatibility with Existing/current Equipment, Accessories, Replacement Parts or Service
- ☐ Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Original Contract Holder
- ☐ Federal/CCC Grant Requires Contract with Vendor (attach Grant Award Agreement)
- ☐ Item is Copyrighted or Patented and the Item is Only Available From the Holder – Copyright or Patent Number(s): _____

- ☐ Media for Advertising
- ☐ Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses)
- ☐ Public Utility Regulated Services
- ☐ Radio and Television Broadcast Rights
- ☐ Software License/Upgrade/Maintenance

X Other (Explain): State approved tests in compliance with state and federal law for the Adult Education Program.

Items Are Needed for Trial Use or Testing

Has CCC purchased these supplies/services in the past? ☒ Yes ☐ No

If yes, STARTING WITH THE MOST RECENT CONTRACT AND WORKING BACKWARD, for the entire relationship with this vendor for this supply or service, list each term, value, short description and type of procurement of each:

Term	Term From:	Term To:	Value	Description	Vendor Selection
One	08/4/2016	07/31/2020	\$150,000	CASAS Licenses (BR 33049/33516)	Sole Source
Two	07/01/2013	06/30/2016	\$130,000	CASAS Licenses (Board Report 31900/32316)	Sole Source
Three					
Four					

Five					
Six					
Seven					
Eight					
Nine					
Ten					

If more than 10 years, explain: _____

Business Rationale

1. **Provide a detailed explanation of the need for the supplies or services:** Adult Education ESL students take the CASAS test to determine their academic level for placement in Adult Education classes, which is an ICCB requirement for Adult Education students.
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:** Adult Education classes are sequenced in alignment with the student scores on the CASAS test. ICCB mandates the use of the CASAS test for placement in Adult Education classes.
3. **If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications**
4. **Were alternative supplies or services evaluated?** ☐ Yes ☒ No If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility: _____
 b. **If no, why were alternatives not evaluated?** CASAS is the only provider of the CASAS test, and is proprietary.
5. **What efforts were made to get the best possible price?** CCC purchases licenses in bulk and therefore we receive a discounted price. The price for purchasing 100 - 500 is \$2.85 per electronic license, 501 – 1000 is \$2.20 , 100 per electronic license, 1 – 5000 is \$2.00 per electronic license, and 5001 + is \$1.75 per electronic license. CCC purchases 5001 + for a cost of \$1.75 per electronic license.
6. **Will this purchase obligate the CCC to this vendor for future purchases such as maintenance, licensing or continuing need?** ☐ Yes ☒ No
 a. 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?** As CCC utilizes large quantities of CASAS licenses, the discounted price for bulk purchases is considered fair and reasonable. The price for purchasing 100 - 500 is \$2.85 per electronic license, 501 – 1000 is \$2.20 , 100 per electronic license, 1 – 5000 is \$2.00 per electronic license, and 5001 + is \$1.75 per electronic license. CCC purchases 5001 + for a cost of \$1.75 per electronic license
8. **If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract:** CASAS is still the only provider of the CASAS test which is required by ICCB.
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?** Inability to access ESL student academic proficiency in alignment with Illinois Community College Board approved class alignment and placement procedures for students. Thereby not allowing students to progress into a course of study with success.

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.

Barbara Sitkiewicz
 Department/College Representative Signature

Barbara Sitkiewicz
 Printed Name

5/2020
 Date

Maureen L. Fitzpatrick
 Department/College Representative Signature

Maureen L. Fitzpatrick

5/12/2020

Mark Potter

VC/ College President Signature

Mark Potter

Printed Name

5/20/20

Date

CPO Approval and Signature Required



[Home](#) > [Product Overviews](#) > [Assessments](#) > Order CASAS eTests

Order

Reading GOALS

Math GOALS

Sample Test Items

Answer Sheets

Appraisals

Beginning Literacy Reading

Citizenship

Employability Reading

Employability Math

Functional Writing

Federal Bureau of Prisons

Life and Work Reading

You must be [logged in](#) to add products to the cart.

CASAS eTests

For more information on implementing CASAS eTests, please refer to the [Going Live! Checklist](#)

Basic Package: Web-Test Units (WTUs)

CASAS eTests together with Basic access to TOPSpro Enterprise

Quantity	WTU price each	Discounts taken automatically at checkout.
100 - 500	\$2.85	Minimum order = 100 WTUs.
501 - 1000	\$2.20	
1001 - 5000	\$2.00	
5001+	\$1.75	

A processing fee will be added to all orders for WTUs. Prices shown are for U.S.-based testing activity.

Please note that CASAS cannot accept returns on WTUs.



Web-test units (WTUs)
WTU0001

Your Price US\$2.85/EACH



Comprehensive Adult Student Assessment Systems

March 30, 2020

**RE: Purchase of CASAS material assessments, NEDP, and TOPSpro Enterprise software; CASAS
Sole Source Justification**

Dear Barbara Sitkiewicz,

The good/service you request is restricted to *CASAS – Comprehensive Adult Student Assessment Systems* for the reason stated below:

CASAS is Sole Source of CASAS Software and Assessments

No other vendor can provide CASAS software and assessments. They can be obtained only by placing orders directly with CASAS.

If you require any additional information, please let me know.

Thank you,

Bob Kringle
CASAS
5151 Murphy Canyon Road
Suite 220
San Diego, CA 92123-4339
800-255-1036 x138

Helping improve basic skills for education and workplace success

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