

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: Educational Testing Service

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ \$50,000 annually ☐ Actual X Estimated. CCC purchases in bulk of 1500 tests at a time; cost will vary year to year based on student population.

Number of Potential/Remaining Renewals: _____

Choose one of the following:

Length of Each Renewal in Months: 36 months

☐ New Sole Source

X 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: Educational Testing Service provides HiSET testing for High School Equivalency Certification

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): _____

Items Are Needed for Trial Use or Testing

- ☐ 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

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

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	216,000	Testing Vouchers (BR 33049/33516)	Sole Source
Two	07/01/2013	06/30/2016	216,000	Testing Vouchers (Board Report 31900/32316)	Sole Source

Three					
Four					
Five					
Six					
Seven					
Eight					
Nine					
Ten					

If more than 10 years, explain: _____

Business Rationale

- Provide a detailed explanation of the need for the supplies or services:** Adult Education students are administered the Illinois Community College Board authorized ETS HiSET test via computer or paper pencil to demonstrate their academic ability in an effort to earn a High School Equivalency Certificate. Additionally, ETS is the sole provider of Illinois Community College Board authorized paper based High School Equivalency Certificate testing, enabling off-site locations lacking technology, and students with low-level digital literacy, the opportunity to earn the High School Equivalency Certificate.
- What are the unique features of the supplies or services that are not available in any other product or by any another vendor? Provide specific, quantifiable factors/qualifications:** Educational Testing Service (ETS) is the sole provider of the HiSET test. The ETS-owned, and proprietary, High School Equivalency Testing Program is offered in 23 states and 4 territories nationwide. Vouchers related to supporting test takers who want to sit for HiSET are only available through ETS.
- If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications:** _____
- 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?** The Illinois Community College Board has authorized ETS HiSET as a testing protocol to determine if a student has achieved the academic achievement level necessary to obtain an Illinois High School Equivalency Certificate.
- What efforts were made to get the best possible price?** ETS does not offer bulk purchase discounts. For efficiency purposes, online testing licenses are purchased semi-annually to ensure we are aligned with enrollment trends (and need) for upcoming terms (i.e. so we do not over order).
- 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: _____
- Why is the price for this purchase considered to be fair and reasonable?** CCC has only absorbed 1 price increase of 6.25% since first initiating a contract in FY 2017. This equates to about 1.5% increase YOY for the contracts (FY 2017 to present). Comparatively speaking, this is far less than other contract increases which impose far greater annual increases. Additionally, students have an opportunity to receive 2 cost free re-tests per the 5 content areas for cost savings of \$18.75 per re-test with a total possible cost savings of \$187.50 per student.
- If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract:** Within Illinois we are limited to purchasing Illinois Community College Board authorized High School Equivalency testing materials.
- What will be the financial or other impact to the CCC if this sole source is not approved and a competitive bid is required?** Because ETS HiSET offers computer and paper based HiSET testing a significantly reduced number of student both on campus and at off-site locations would not have the opportunity to earn their High School

Equivalency Certificate and therefore would not able to enroll in CCC academic and career/workforce programs, resulting in lowering CCC enrollment. This is a critical pathway for CCC to enroll student in to credit programs.

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.

<u>Barbara Sitkiewicz</u>	<u>Barbara Sitkiewicz</u>	<u>5/2020</u>
Department/College Representative Signature	Printed Name	Date
<u>Maureen L. Fitzpatrick</u>	<u>Maureen L. Fitzpatrick</u>	<u>5/12/2020</u>
Department/College Representative Signature		

_____ VC/ College President Signature	_____ Printed Name	_____ Date
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CPO Approval and Signature Required

I, the undersigned, do hereby acknowledge that I have read and understood the terms and conditions of my purchase of ETS HiSET vouchers. I understand that it is my responsibility to maintain the security of all purchased vouchers. I also understand that I will forfeit my payment if I do not comply with these terms.

The undersigned represents that he/she is a duly authorized signatory on behalf of the agency sponsoring the above noted vouchers.

Print Name: _____

Organization: _____

Signature: _____ Date: _____

Fee Chart (by State)

The chart below outlines the ETS HiSET test fee, test center fee, and administrative fee by state. In addition to these fees there is also a \$1.50 processing fee per voucher that applies to all states.

PLEASE NOTE: Vouchers that cover test center and administrative fees should ONLY be purchased if ETS collects these fees on behalf of your state and/or test center.

State	ETS HiSET Test Fee		Test Center Admin Fees		State Administrative Fees	
	CBT	PBT	Individual Test	All Five Individual Tests	One Time Fee	Per Test Fee
California	\$12.75	\$17	Varies by center	Varies by center	\$20	N/A
Colorado	\$10.75	\$15	\$10	\$50	N/A	\$7.50
Guam	\$10.75	\$15	\$5	\$25	\$10 (annually)	N/A
Illinois	\$10.75	\$15	\$8	\$40	N/A	N/A
Louisiana	\$10.75	\$15	\$6	\$30	\$10 (annually)	N/A
Massachusetts	\$10.75	\$15	\$9	\$45	\$5	N/A
Michigan	\$10.75	\$15	\$8	\$40	\$30	N/A
Mississippi	\$10.75	\$15	\$7	\$35	N/A	N/A
Missouri	\$10.75	\$15	\$7	\$35	\$10 (annually)	N/A
New Hampshire	\$10.75	\$15	N/A	N/A	N/A	N/A
New Jersey	\$10.75	\$15	\$10	\$50	N/A	N/A
New Mexico	\$10.75	\$15	N/A	N/A	N/A	N/A
Oklahoma	\$10.75	\$15	\$7.50	\$37.50	\$10 (annually)	N/A
Pennsylvania	\$10.75	\$15	\$8	\$40	N/A	N/A
Tennessee	\$10.75	\$15	\$5	\$25	N/A	N/A
Texas	\$10.75	\$15	\$10	\$50	N/A	\$5
All other states	\$10.75	\$15	\$0	\$0	\$0	\$0



April 1, 2020

Barbara Sitkiewicz, PhD
District Director of Adult Education
City Colleges of Chicago
226 W. Jackson Blvd.
Chicago, IL 60606

Dear Ms. Sitkiewicz,

Educational Testing Service (ETS) is the sole provider of HiSET®, the ETS-owned, and proprietary, High School Equivalency Testing Program. The program is offered in 23 states and four territories nationwide. Vouchers related to supporting test takers who want to sit for HiSET are only available through ETS.

The purpose of this letter is to document ETS as a sole source HiSET provider, including related program materials and vouchers. HiSET has been approved by the Illinois Community College Board as a provider of high school equivalency testing in the State.

Please feel free to contact me if you need further information.

Sincerely,

DocuSigned by:

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David L. Hunt
Executive VP & COO

660 Rosedale Road | Princeton, NJ 08541 | Email: dhunt@ets.org | Phone: 609-683-2101

