

## 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 or offeror 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:

- X Only one known source that can provide the commodity or service.
- ☐ 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  
 Department/School: Adult Education  
 Project Title: Adult Education Testing Materials

Email  
 Address: bsitkiewicz@ccc.edu  
 Bulletin or Reference Number: \_\_\_\_\_  
 Vendor: Pearson VUE

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ \$100,000 annually ☐ Actual ☒ Estimated-Pearson charges a flat \$30.00 per module or \$6.00 per online. The annual cost is estimated based on enrollment in AED programs.  
 Current YTD spend is just over \$70k

Number of Potential/Remaining Renewals: \_\_\_\_\_

Length of Each Renewal in Months: 36  
months

Value of All/Remaining Renewals: \$ \_\_\_\_\_

Choose one of the following:

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

Provide a description of the supplies or services required: Pearson VUE provides GED testing vouchers and GED practice tests 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:

- |   |  |
|---|--|
| <input type="checkbox"/> Art or Entertainment Services or Athletic Events<br><input type="checkbox"/> Compatibility with Existing/current Equipment, Accessories, Replacement Parts or Service<br><input type="checkbox"/> Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Original Contract Holder<br><input type="checkbox"/> Federal/CCC Grant Requires Contract with Vendor (attach Grant Award Agreement)<br><input type="checkbox"/> Item is Copyrighted or Patented and the Item is Only Available From the Holder – Copyright or Patent Number(s): _____ | <input type="checkbox"/> Media for Advertising<br><input type="checkbox"/> Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses)<br><input type="checkbox"/> Public Utility Regulated Services<br><input type="checkbox"/> Radio and Television Broadcast Rights<br><input type="checkbox"/> Software License/Upgrade/Maintenance<br><input checked="" type="checkbox"/> Other (Explain): <u>state approved tests in compliance with state and federal law for the Adult Education Program.</u> |
|---|--|

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 | \$141,000  | Testing Materials (BR 33049/33516)           | Sole Source      |
| Two   | 07/01/2013 | 06/30/2016 | \$ 141,000 | Testing Materials (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 take the GED test to earn their High School Equivalency Certificate, GED Practice vouchers give students the opportunity to practice taking the test
- 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:**  
Pearson Vue is the only provider of the GED High School Equivalency test and GED High School Equivalency practice test
- 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: \_\_\_\_\_  
  - If no, why were alternatives not evaluated?** Pearson VUE is the only Illinois Community College Board authorized GED High School Equivalency test vendor.
- What efforts were made to get the best possible price?** Pearson VUE pricing has remained consistent since 2014 for the GED Practice Test vouchers and the Official GED Exam; there have been no increases.
- Will this purchase obligate the CCC to this vendor for future purchases such as maintenance, licensing or continuing need?** ☐ Yes ☒ No  
  - If yes, please provide details regarding future obligations and/or needs: \_\_\_\_\_
- Why is the price for this purchase considered to be fair and reasonable?** The price is considered reasonable as there has been no price increase since 2014 for the GED Practice Test or the GED Official Exam.
- If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract:** Pearson VUE is the only authorized Illinois Community College Board GED test provider
- What will be the financial or other impact to the CCC if this sole source is not approved and a competitive bid is required?** Significant reduction of CCC Adult Education students earning their high school equivalency certificate resulting in fewer Adult Education students transitioning into CCC academic and career programs, lowering CCC enrollment levels. The Pearson VUE GED Official Exam is closely aligned with the Illinois Community College Board authorized i-Pathways Adult Education Online High School Equivalency course, which is well attended by CCC Adult Education students and results in a considerable number of Adult Education students earning the High School Equivalency Certificate. Additionally, Pearson VUE GED test is computer based and is currently developing the capability to proctor the GED test remotely which will enable increased numbers of students to take the GED Official Exam and earn the High School Equivalency Certificate resulting in increased CCC enrollment

### 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**

\_\_\_\_\_



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## GED PREP PRODUCTS

Practice Tests

Online Learning

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GED Test (Vouchers)

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## GED Ready - 1 Subject



Larger Photo

Email A Friend



**DIGITAL PRODUCT**

**Our Price: \$6.00**

**Availability:** Emailed within 1 business day

### Choose your options:

Country

## OTHER PRODUCTS

## Step 1: Click on your jurisdiction.

1. Click on your jurisdiction below. A price list opens.
2. In the price list, locate the type of voucher you wish to purchase.
3. Note the amount in the **Voucher Cost** column (in red).

Illinois



| Illinois - \$30.00/module                         | Voucher Cost    | Charge to Candidates |
|---|-----------------|----------------------|
| GED IL 100% <b>Multi-Use</b> Vouchers (4 Modules) | <b>\$120.00</b> | \$0.00               |
| GED IL 100% <b>Single-Use</b> Vouchers (1 Module) | <b>\$30.00</b>  | \$0.00               |
| GED IL 50% <b>Multi-Use</b> Vouchers (4 Modules)  | <b>\$60.00</b>  | \$60.00              |
| GED IL 50% <b>Single-Use</b> Vouchers (1 Module)  | <b>\$15.00</b>  | \$15.00              |
| GED 2014 IL \$10.00 PP <b>Retake</b> Voucher      | <b>\$10.00</b>  | \$0.00               |

April 2, 2020

Barbara Sitkiewicz  
District Director of Adult Education  
City Colleges of Chicago  
1145 W. Wilson Avenue  
Chicago, IL 60640

Sent via email to [bsitkiewicz@ccc.edu](mailto:bsitkiewicz@ccc.edu)

Dear Ms. Sitkiewicz:

This letter serves as notification that the GED Ready® practice examination and the GED® test are copyrighted and proprietary tests owned exclusively by GED Testing Service LLC ("GED Testing Service") and available exclusively from GED Testing Service for evaluating an individual's readiness and qualifications for earning a high school equivalency credential. GED Testing Service is the sole owner and sole source of the GED Ready® practice exam and the GED® test. Furthermore, GED® and GED Testing Service® are registered trademarks owned by the American Council on Education ("ACE"), exclusively licensed to GED Testing Service and may only be used with express written consent of ACE or GED Testing Service.

GED Testing Service LLC is the only organization with the right to make the GED Ready® practice exam and the GED® test available for delivery on computers and Pearson VUE, a business of NCS Pearson, Inc. is GED Testing Service's exclusive computer test delivery provider for the GED® test. For the reasons set forth herein, GED Testing Service and Pearson VUE are the sole source of the GED Ready® practice exam and the GED® test, and all GED® testing materials.

In addition, Pearson VUE, through its Pearson VUE voucher store and GED Marketplace offers GED® test vouchers for sale on behalf of GED Testing Service. Due to Pearson VUE's relationship with GED Testing Service as its exclusive test delivery provider, invoices related to the purchase of GED test vouchers will be sent from and be payable to Pearson VUE.

If you need further information, please do not hesitate to contact me using the information listed below.

Sincerely,

A handwritten signature in blue ink that reads "Robert Rutscher".

Robert Rutscher  
Senior Counsel  
GED Testing Service LLC  
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Bloomington, MN 55437  
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