

## 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 Sheila Johnson, District Director of Business and Procurement Services for further instruction via email at sjohnson3@ccc.edu or phone (312) 553-3336.**

### 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:

- 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:

- 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: Jenetta ONeal /Billy McFarland  
 Department/School: Wilbur Wright College-Career Programs  
 Project Title: Workforce Equity Initiative

Email Address: joneal30@ccc.edu  
 Bulletin or Reference Number: \_\_\_\_\_  
 Vendor: FANUC America Corporation / Aidex

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ \$74,630     Actual     Estimated  
 (Attach the proposal received)

Number of Potential/Remaining Renewals: 1

Length of Each Renewal in Months: 12

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: \_\_\_\_\_  
FANUC America Corporation Certified Education Training programs and products to provide LR Mate 200iD/4S robot with educational tooling package and MH CERT Program.

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                                                                      | <input type="checkbox"/> Items Are Needed for Trial Use or Testing                                                                |
| <input checked="" type="checkbox"/> Compatibility with Existing/current Equipment, Accessories, Replacement Parts or Service                   | <input type="checkbox"/> Media for Advertising                                                                                    |
| <input type="checkbox"/> Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Original Contract Holder         | <input type="checkbox"/> Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses) |
| <input type="checkbox"/> Federal/CCC Grant Requires Contract with Vendor (attach Grant Award Agreement)                                        | <input type="checkbox"/> Public Utility Regulated Services                                                                        |
| <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"/> Radio and Television Broadcast Rights                                                                    |
|                                                                                                                                                | <input type="checkbox"/> Software License/Upgrade/Maintenance                                                                     |
|                                                                                                                                                | <input type="checkbox"/> Other (Explain): _____                                                                                   |

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					
Two					
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: Wright College's center of excellence in engineering and current programming in manufacturing converges with the purchase of this application. Moving instruction from theory to applied learning with hands-on opportunities for our 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: Fanuc holds the largest market share in industry, thus allowing Wright College to mimic its training environment with industry.
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: There are primarily 3 companies globally who leads the training ecosystem, FANUC, KUKA and ABB. Daley College also uses FANUC, which ensures alignment in curriculum and training modules. FANUC is considered the world leader in robotics and has earned the reputation of creating the strongest 6-axis robots on the market.
  - b. If no, why were alternatives not evaluated? \_\_\_\_\_
5. What efforts were made to get the best possible price? Yes, The price offered is significantly discounted from the price that would be offered to a commercial customer
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? FANUC robotic systems are inclusive of a complete training module are typically less expensive than their competitors
8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: No.
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? The biggest impact would be alignment with our sister colleges. It may also effect the cost of the proposed purchase as it is exclusive to Wright College.

### 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

DocuSigned by:

Billy McFarland

Department/College Representative Signature

DocuSigned by:

Phoebe Wood

Department/College Representative Signature

David Potash

WCC College President Signature

Billy McFarland

Printed Name

5/11/2021 | 7:24:20 PM CDT

Date

Phoebe Wood

5/11/2021 | 8:53:13 PM CDT

David Potash

Printed Name

5/12/2021 | 10:16:28 AM CDT

Date

### CPO Approval and Signature Required

\_\_\_\_\_