

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: Selom Assignon
 Department/School: Online Learning
 Project Title: Course content and material accessibility

Email Address: sassignon@ccc.edu
 Bulletin or Reference Number: _____
 Vendor: Blackboard Ally

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 68,000 Actual Estimated
 (Attach the proposal received)

Number of Potential/Remaining Renewals: -

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: Blackboard Ally is a software that integrates into CCC learning management system and automatically convert all documents to accessible formats that meet federal ADA standards. It also provides reports that flag contents that are not accessible.

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 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	January 2021	December 2021	70,000	Ally -Accessibility Tool	Blackboard
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: The software addresses needs of accessibility for students with disability while using the online learning platform. Also per federal law, we are required to provide course content that are accessible to students with disabilities.
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: Ally easily integrates with CCC LMS making its use simple. It also converts contents into multiple accessible formats that are ADA compliant. It also provides reports that help administrators to correct any ADA issues.
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? My research shows that there is no comparable software out there that can provide the above listed services and reports.
5. What efforts were made to get the best possible price? The requester negotiated the price from \$82,500 to 68,000.
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? Colleges such as Kankakee paid \$38,300 for 3 years. Triton paid \$52,000 for 2 years. CCC (7 Colleges) will pay a renewal cost of 68,000 which is less than \$10,000 per college.
8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: There is no other tool out there which can provide this service.
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? CCC is now in complaint with ADA standards because of this tool. Close to 70% of our course content now meet the ADA standards.

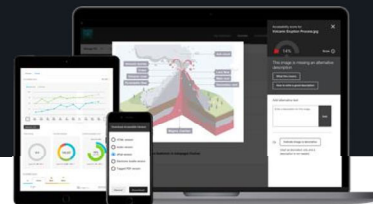
Department/College Representative Signature Required

I know and understand the contents of this Sole Source /Bid Waiver Justification and attest that all statements are true and correct.

DocuSigned by:  _____ <small>30B9E1140689474...</small> Department/College Representative Signature	Selom Assignon Selom Assignon _____ Printed Name	10/7/2021 10/7/2021 _____ Date
DocuSigned by:  _____ <small>E2964BEEF2F6487...</small> Department/College Representative Signature	Mark Potter _____ Printed Name	10/7/2021 _____ Date
_____ VC/ College President Signature	_____ Printed Name	_____ Date

CPO Approval and Signature Required

October 1, 2018



Blackboard Ally Sole Source Statement

To Whom It May Concern:

Blackboard Inc. is the sole producer and holder of sole source of Blackboard Ally. Blackboard Ally is a product that focuses on making digital course content more accessible, and is unique in its approach to addressing this problem. Blackboard Ally is the only product of its kind that combines the following areas of functionality to help institution address the accessibility of their course content:

- Closely and seamlessly integrated into the Learning Management System and core existing LMS workflows.
- Automatically scans course content for accessibility issues based on the WCAG 2.1 AA standard.
- Unique and state-of-the-art Machine Learning algorithms automatically attempt to extract the semantic information in course content.
- Automatically generates various alternative formats for the instructor's original, including Semantic HTML, Audio, ePub, Electronic Braille, OCRd PDF, etc. These are made available to the student and the instructor inside the LMS and the context in which the content is being used.
- Within the context of the Learning Management System, provide feedback to the instructor about the accessibility of their content, as well as detailed guidance on how to fix these issues.
- Full institutional and course-level course content accessibility report that provides detailed insight into the state of accessibility at the institution.

While available to multiple Learning Management Systems, Blackboard Ally is developed exclusively by Blackboard Inc. Blackboard Inc. is the only seller of Blackboard Ally and it may not be purchased via any reseller arrangement.



Blackboard Inc.
11720 Plaza America Drive Fl 11
Reston, VA 20190 USA
Phone: +1 202.463.4860
Fax: +1.312.236.7251
Email: operations@blackboard.com
Tax ID: 52-2081178

New Period or Contract Renewal Confirmation Notice

CUSTOMER INFORMATION:

Billing Address:

City Colleges of Chicago
226 West Jackson Blvd.
Chicago, IL 60606-6998
USA

Date: 09/14/2021
Customer No: 100195
Document No: CSF000367839

Customer Primary Contact: Selom Assignon

PRODUCTS AND SERVICES SUBJECT TO NEW PERIOD OR RENEWAL:

Qty	Product Code	Product Description	Start Date	End Date	Price (USD)
1	AS-ALY-OTH-P	Blackboard Ally Package	01/01/2022	12/31/2022	68,000.00
1	AS-ALY-OTH	- BLACKBOARD ALLY			

Renewal Amount (USD) 68,000.00

CONFIRMATION:

Per the terms of your contract currently in place for Blackboard products and/or services, the next period or contract renewal period starts on **01/01/2022**. With respect to contract renewals, per the terms of your contract your license(s) may be automatically renewed 30 days prior to the renewal period start date, and **use of the product and/or services on or beyond 01/01/2022 may result in an automatic invoice from Blackboard for the renewal amount noted above.**

Any utilization beyond licensed quantities allowed under your current contract with Blackboard may result in license fees charged in addition to the new period or contract renewal amount noted above. Please reach out to Blackboard to adjust your current license quantity if applicable.

You will be invoiced for products and/or services for the total above upon receipt of this form unless other arrangements are made. Please note that taxes are not included in the total Amount Due and will be added, where applicable, when invoiced. If you are exempt from paying sales tax, include your current state tax exemption certificate or forward to exemptcerts@blackboard.com.

Please review the following to ensure accurate billing:

1. Provide updated billing information if inaccurate
2. Provide Purchase Order No., if required
3. Include current tax-exempt form for your institution, if applicable
4. Purchase Orders and/or Tax-Exempt Form can be sent via any one of the following methods by **01/01/2022**:
 - Email: operations@blackboard.com
 - Fax: +1.312.236.7251
 - Mail: Blackboard Inc., 11720 Plaza America Drive Fl 11, Reston, VA 20190, USA
5. If you do not require a Purchase Order, please provide confirmation via email that "No PO is required" to operations@blackboard.com or directly to your renewal representative.