

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: David Girzadas

Email Address: dgirzadas@ccc.edu

Department/School: Richard J. Daley / Advanced Manufacturing

Bulletin or Reference Number: _____

Project Title: Workforce Equity Initiative 2022

Vendor: Purpose Workforce Solutions

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 108,000 ☒ Actual ☐ Estimated
(Attach the proposal received)

Number of Potential/Remaining Renewals: Pending future grants

Choose one of the following:

Length of Each Renewal in Months: 12

☒ New Sole Source

☐ 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: Placement of students in short term paid internships and part time jobs as employer of record, including support services and mentoring to reduce barriers to entry for underserved students in Advanced Manufacturing for Spring, Summer and Winter 2022 semesters.

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 checked="" 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 | <input type="checkbox"/> Radio and Television Broadcast Rights |
| Number(s): _____ | <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	12/1/2021	12/31/2022	108,000	Place, Pay, Support	Y
Two					
Three					
Four					
Five					
Six					
Seven					
Eight					
Nine					
Ten					

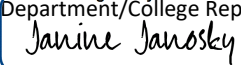
If more than 10 years, explain: _____

Business Rationale

1. Provide a detailed explanation of the need for the supplies or services: Students recruited in the areas targeted by this grant are under served and require additional supports to enhance success rates and reduction in barriers to entry in first jobs in manufacturing.
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: This vendor is familiar with this demographic and industry, and has extensive experience working with and supporting individuals on their first job. They serve as the employer opening up opportunity at manufacturing companies.
3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: Experience and knowledgeable of the employment supports that work and are necessary for success in a first job in industry.
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: Not aware of other placement services that serve as the employer of record, and that provide support services and individual follow up with the new employees to help lead to success on the new job.
 - b. If no, why were alternatives not evaluated? See above.
5. What efforts were made to get the best possible price? Price is based on a standard mark up on student wages.
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? Yes, considering the level of services provided and the percentage markup for the services provided.
8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: N/A.
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? Grant spending is based on this agreement, program success in securing employment for students is based on this also.

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.

_____ Department/College Representative Signature	_____ David Girzadas Printed Name	_____ 12/28/2021 Date
Digitally signed by Crystal J. Washington Date: 2022.01.04 09:04:20 -0600 _____ Department/College Representative Signature	_____ Crystal J Washington Printed Name	_____ 1/4/2022 Date
 _____ VC/ College President Signature	_____ Janine Janosky Printed Name	_____ 1/4/2022 9:53:14 AM CST Date

CPO Approval and Signature Required
