

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: Chicago Area Project (CAP)

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 125,000 ☒ Actual ☐ Estimated
(Attach the proposal received)

Number of Potential/Remaining Renewals: Pending future grants

Length of Each Renewal in Months: 12

Choose one of the following:

☒ New Sole Source

☐ Sole Source Renewal

☐ Change Order or Amendment to an Existing Sole Source

Value of All/Remaining Renewals: \$ _____

Provide a description of the supplies or services required: Recruitment of students, support services for those students including counseling, case management, coaching, mentoring and relentless engagement 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	125000	Recruit and 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 privileged and under served and require additional supports and engagement to enhance success rates.
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 is from the targeted neighborhood and has extensive experience working with and supporting individuals and supporting them for success.
3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: Experience and knowledgeable of the student supports that work and are necessary for success.
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: We are entering into several similar agreements with alternative suppliers to be able to reach a larger group of potential students and to provide in depth access to services for these students.
 - b. If no, why were alternatives not evaluated? _____
5. What efforts were made to get the best possible price? Consideration for similar services and proportional to the number of students served.
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.
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 enrollment is based on this agreement 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
Crystal J. Washington <small>Digitally signed by Crystal J. Washington Date: 2022.01.04 09:00:34 -0800</small> _____ Department/College Representative Signature	Crystal J Washington _____ Printed Name	1/4/2022 _____ Date
 <small>D4A9AA88D6DF4B1</small> _____ VC/ College President Signature	Janine Janosky _____ Printed Name	1/4/2022 9:53:42 AM CST _____ Date

CPO Approval and Signature Required
