

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: Anne Zalewski

Email Address: aciechanowski@ccc.edu

Department/School: Malcolm X College

Bulletin or Reference Number: _____

Project Title: HLC Assessment Academy - MXC

Vendor: Higher Learning Commission

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 30,000 Actual Estimated
(Attach the proposal received)

Number of Potential/Remaining Renewals: 0

Choose one of the following:

Length of Each Renewal in Months: _____

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: The Assessment Academy offers each institution personalized guidance in developing documenting, and implementing a systematic approach to institutional assessment.

Select the Type of Funding to be Used: Educational Funds Capital Funds Grant Funds **METAS Grant**
 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 checked="" 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	March 18, 2022	9/30/2025	\$30,000	Assessment Academy	HLC
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: MXC is on the open pathway for HLC
The Assessment academy provides a structure, mentor-facilitated program aimed at advancing and accelerating the measurement of student learning
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: The Higher Learning Commission is the sole regional accrediting organization. The assessment academy provides a one of a kind opportunity to learn alongside accreditors in preparation for re-affirmation.
3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: HLC is the sole Regional Accrediting body for higher education.
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? There is not another regional accrediting body.
5. What efforts were made to get the best possible price? The assessment academy is a set cost.
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? This price is aligned to the cost of similar institutions.
The personalized and customized programming provided by the academy saves significant work hours that would require MXC staff to implement.
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? MXC will not be in a solid place to provide evidence based assessment for the assurance argument nor for re-affirmation.

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.

<u>Annie Ciechanowski Zalewski</u> <small>Digitally signed by Annie Ciechanowski Zalewski Date: 2022.02.15 11:17:16 -0600</small>	<u>Anne Zalewski</u>	<u>1/25/22</u>
Department/College Representative Signature	Printed Name	Date
<u>Tiffany Dixon</u> <small>Digitally signed by Tiffany Dixon Date: 2022.02.15 12:12:19 -0600</small>	<u>Tiffany Dixon</u>	<u>1/25/22</u>
Department/College Representative Signature		
<u>David A. Sanders</u>	<u>David A. Sanders</u>	<u>1/25/22</u>
VC/ College President Signature	Printed Name	Date

CPO Approval and Signature Required
