

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: SGA Youth & Family Services, NFP

Email Address: CWest@sga-youth.org

Department/School: Harry S Truman College

Bulletin or Reference Number: _____

Project Title: Clinical Counseling Services

Vendor: _____

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 37,500 Actual Estimated
(Attach the proposal received)

Number of Potential/Remaining Renewals: 3

Choose one of the following:

Length of Each Renewal in Months: 10

New Sole Source

Sole Source Renewal

Value of All/Remaining Renewals: \$ \$37,500 in 2022 sch yr
\$75,00 per school year

Change Order or Amendment to an Existing Sole Source

Provide a description of the supplies or services required: SGA provides counseling services to both students and families.

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:

- Art or Entertainment Services or Athletic Events
- Compatibility with Existing/current Equipment, Accessories, Replacement Parts or Service
- Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Original Contract Holder
- Federal/CCC Grant Requires Contract with Vendor (attach Grant Award Agreement)
- Item is Copyrighted or Patented and the Item is Only Available From the Holder – Copyright or Patent Number(s): _____
- Items Are Needed for Trial Use or Testing
- Media for Advertising
- Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses)
- Public Utility Regulated Services
- Radio and Television Broadcast Rights
- Software License/Upgrade/Maintenance
- 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	10/25/2021	01/27/2022	37,500	Clinical Counseling	
* Two	11/2/2020	6/18/2021	60,000	Clinical Counseling	
Three	08/2019	06/2020	75000	Clinical Counseling	
Four	08/2018	06/2019	72681.84	Clinical Counseling	
Five	08/2017	06/2018	77,112	Clinical Counseling	
Six	08/2016	06/2017	75600	Clinical Counseling	
Seven	08/2015	06/2016	60934	Clinical Counseling	
Eight	08/2014	06/2015	59160	Clinical Counseling	
Nine	08/2013	06/2014	58000	Clinical Counseling	
Ten	08/2012	06/2013	40000	Clinical Counseling	

If more than 10 years, explain: SGA has been providing intensive counseling to students and families for 35 years including in 2021 and 2020

*Please note YCCS covered costs for the previous two school years in collaboration with CCC

Business Rationale

1. Provide a detailed explanation of the need for the supplies or services: SGA Youth and Family Services (SGA) provide individual and group counseling to TMC students. SGA offers a licensed Master Level Social Worker who also completes consults.
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: SGA has a caseload of TMC students, approximately 150, that they work with individually. These students have personal relationships with SGA and are referred by TMC teachers and administrators.
3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: SGA Youth and Family is recommended by Grantor and has worked with TMC for twenty five consecutive years.
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: SGA Youth and Family services are evaluated by TMC administrators on a formative basis. Grantor, YCCS, evaluates SGA services on a monthly and annual basis. Student feedback/evaluations are provided.
 b. If no, why were alternatives not evaluated? N/A
5. What efforts were made to get the best possible price? The Bid Recap was completed and includes the required three quotes.
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? SGA Youth and Family Services is a Not-for-Profit organization with fair and equitable pricing, as measured by the US Dept. of Labor Statistics. Counseling service expenses are also reasonable.
8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: Grantor's subcontract with SGA on behalf of TMC ended on Jan. 27th, 2022 (requesting a new bid).
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? Counseling Services to TMC students will be interrupted resulting in a negative impact to their mental health. A new bid is required.

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.

<i>Joi Coleman</i>	Joi Coleman, Director of Compliance	1.31.22
Department/College Representative Signature	Printed Name	Date
<i>Romainne Kelley</i>	Romainne Kelley	2.1.22
Department/College Representative Signature		
<i>[Signature]</i>	Dr. Shawn L. Jackson	FEB - 1 2022
VC/ College President Signature	Printed Name	Date

CPO Approval and Signature Required
