

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: Brittany Burton
 Department/School: District Office - All campuses
 Project Title: College Source - Transferology and TES

Email Address: Bburton17@ccc.edu
 Bulletin or Reference Number: 34037 (Transferology) and 33738 (TES)
 Vendor: College Source

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

Number of Potential/Remaining Renewals: Ongoing

Length of Each Renewal in Months: 36

Value of All/Remaining Renewals: \$ \$278, 484.92

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: Both systems work together with transfer credit information. TES stores the data and ensure each college uses the same data TES imports to our SIS (CS9) . TES then imports to Transferology for advising staff and students (current and prospective).

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 checked="" 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	8/1/2022	7/31/2025	\$278, 484.92	TES and Transferology	Sole Source
Two					
Three	7/16/2016	7/15/2019	\$136,862	TES	Sole Source
Four	7/16/2019	7/31/2022	\$145.333	TES	Sole Source
Five					
Six	4/1/2014	3/30/2017	\$93,831	Transferology	Sole Source
Seven	3/31/2017	3/30/2020	\$310,533	Transferology	Sole Source
Eight	4/1/2020	07/31/2022	\$82,698	Transferology	Sole Source
Nine					
Ten					


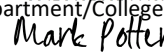
If more than 10 years, explain: _____

Business Rationale

1. Provide a detailed explanation of the need for the supplies or services: _____
These services help assist our enrollment management, advising, transfer directors, registration and records, and faculty for transfer credit questions, partnership development, and state course submission.
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 information for TES import into our Student Info System and organizes our transfer data
 TES also speaks to the Transferology platform to assist with student information who want to transfer in, or take summer class or finalize for transferring out.
3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: _____
This vendor has been selected by the state of IL and also imports into our SIS. The only transfer systems that intergrates.
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: _____
Yes, this product was evaluated by the state of IL and is the only product that the state markets to studen
 If we do not participate, this can impact enrollment. Students like to know in advance how their credit can transfer into their prospective programs
 - a. If no, why were alternatives not evaluated? _____
5. What efforts were made to get the best possible price? _____
The state covers one portion of the platform and we pay the remaining costs. Because of the standing relationship w
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? _____
We have been working with this vendor for 20 years
 within the state and for CCC 9 years. They continue to lock in their rates. There are not hidden cost, everything is upfront.
8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: _____
Another product would not align with the state initiative, and may not be compatible with our SIS.
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? _____
Yes, this would impact aeas across the colleges in advising, enrollment management, registrar and records offices, and academic disciples.

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.

Digitally signed by Brittany Burton Date: 2022.03.28 12:20:21 -0500 _____ Department/College Representative Signature	Brittany Burton _____ Printed Name	3.27.2022 _____ Date
 _____ Department/College Representative Signature	Laura Clark _____ Printed Name	3/28/2022 9:42:20 PM CDT _____ Date
 _____ Department/College Representative Signature	Mark Potter _____ Printed Name	3/29/2022 7:10:51 AM CDT _____ Date
E2904BEEF2F6487... VC/ College President Signature	_____ Printed Name	_____ Date

CPO Approval and Signature Required
