

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: _____
 Department/School: _____
 Project Title: _____

Email Address: _____
 Bulletin or Reference Number: _____
 Vendor: _____

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 89,371.35 Actual Estimated
 (Attach the proposal received)

Number of Potential/Remaining Renewals: _____

Length of Each Renewal in Months: _____

Value of All/Remaining Renewals: \$ _____

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: _____

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					
Two					
Three					
Four					
Five					
Six					
Seven					
Eight					
Nine					
Ten					

If more than 10 years, explain: _____

Business Rationale (Please rationales attached below.)

1. Provide a detailed explanation of the need for the supplies or services: _____

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: _____

3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: _____
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? _____
5. What efforts were made to get the best possible price? _____
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? _____

8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: _____
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? _____

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

Printed Name

Date

Department/College Representative Signature

VC/ College President Signature

Printed Name

Date

CPO Approval and Signature Required

SOLE SOURCE/BID WAIVER JUSTIFICATION APPLICATION

BUSINESS RATIONALE

1. This upgraded and expanded technology will allow for expanded enrollment and hands-on clinical skills training necessary for graduation in a profession that is forecasting a nursing shortage for at least the next decade. This proprietary technology allows for simulated clinical experiences of many critical or life-threatening scenarios that other simulated technologies do not. The simulators offer additional fluid reservoirs for simulated blood and bodily fluids that allow students experience real life scenarios of the body's reaction to interventions like respiratory suctioning, IV and specialty catheter line insertion used in intensive care setting, and precise feedback on skills such as CPR including compression depth, rate, and ventilation rates. As a result of procuring this equipment, it will also serve to help future-proof the School of Nursing from shortages in clinical education placement availability due to any number of factors (e.g., pandemic, nursing shortage crisis).
2. Apollo and Juno are operated via CAE's proprietary Maestro software which offers unique physiological modeling technology and Simulated Clinical Experiences that no other vendor can offer. Additional unique features offered for each manikin include:

Juno

- Only Juno offers a complete gender conversion kit with each manikin to include male and female genitalia, chest skins and wigs.
- All electronics are contained to a compact electrical box that is separate from all manikin fluids. This prevents electrical damage and allows CAE to quickly and easily repair the manikin with a replacement electrical box.
- 6 intramuscular sites (bilateral deltoids, bilateral vastus lateralis, ventrogluteal and dorsogluteal sites)
- Substernal retractions synchronized with chest excursion

Apollo

- CPR Monitor window tracks hand position, compression and ventilation rates, compression depth, ventilation volume, and compression-ventilation ratio
 - Realistic airway that supports intubation, airway adjuncts, laryngospasms, airway occlu, surgical and needle cricothyrotomy, carbon dioxide exhalation
 - Bilateral needle decompression
 - Eye, nose and mouth secretions
 - 1.5L internal blood tank supports 2 simultaneous bleeding sites, 3 flow rates
 - Humeral IO site (left deltoid)
 - IM injection site (right deltoid)
3. Only certified technicians to set up and maintain simulators. Due to the brand specific technology and unique training requirements technicians needed to service CAE simulators, no other vendor is qualified to service CAE equipment.
 4. Yes, a faculty-led nursing committee explored options from the following: Pocket Nurse, Medline, and Laerdal but none of those vendors offered high-fidelity models that were

comparable to the mannequins needed for replacing the obsolete models currently in our labs. Their (faculty) research revealed that the Meti Corporation, which was the original vendor for the METI Man mannequins that we are hoping to trade in, has since been acquired by the CAE corporation and they would still honor the trade-in agreements for the entire college. Thereby positioning themselves to be considered a "Sole Provider" for the entire simulation upgrade (mannequins, software, operating system, and onsite & off-site trainings) for the nursing department and the virtual hospital.

5. MXC secured premier partner pricing with CAE Healthcare.
6. Yes, due to the brand specific technology and unique training requirements technicians needed to service CAE simulators, no other vendor is qualified to service CAE equipment. Please see quote.
7. Simulation meets needs of program and includes features and technology unavailable through other sources. Other high-fidelity simulation is comparable cost with less technology.
8. N/A
9. Will not be able to trade-in older simulation models for discount (see answer in #4). Also, would require additional costs for simulation for comprehensive learning experience (e.g., CAE Healthcare has gender conversion kits v. having to purchase both male and female simulation mannequins for depth and breadth of learning experiences.) Further, nursing specialized accreditor, ACEN, allows for up to 50% of clinical education experiences and competencies to be met through simulation. **This is an increase from 25% allowed pre-pandemic.** Currently, our program can maintain 25% of clinical education due to our simulation technology volume and fidelity level of our current simulation inventory. The accreditor advises that programs dedicate as much of 2nd year virtual clinical scenarios to interactions associated with our high-fidelity (life-like) mannequins as possible prior to hand-on patient care.