

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 Christopher Kopp, Chief Procurement Officer for further instruction via email at ckopp1@ccc.edu or phone (312) 553-3420.

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.
- ~~X~~ 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: Christian Collins _____

Email Address: ccollins87@ccc.edu _____

Department/School: Academic & Student Affairs _____

Bulletin or Reference Number: _____

Project Title: Hanover Research _____

Vendor: The Hanover Research Council

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ \$160,500.00 for a period of 3 years
 Actual Estimated (Attach the proposal received)

Number of Potential/Remaining Renewals: _____

Choose one of the following:

Length of Each Renewal in Months: _____

New Sole Source

Value of All/Remaining Renewals: \$ _____

Sole Source Renewal

Change Order or Amendment to an Existing Sole Source

Provide a description of the supplies or services required: Research, analytics, consulting and online analytic intelligence services

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	10/7/2019	10/6/2020	\$50,000	(Per BR#33844) Research, analytics, consulting and online analytic intelligence services	Professional Services Exemption
Two	10/7/2020	10/6/2022	\$161,000	(Per BR#34070-Amendment to BR #33844) Research, analytics, consulting and online analytic intelligence services	Professional Services Exemption

Three					
Four					
Five					

If more than 10 years, explain: _____

Business Rationale

1. Provide a detailed explanation of the need for the supplies or services: CCC has a critical need for peer benchmarking research and data as the institution works toward the critical goal of closing achievement gaps for Black and Latinx students. Additionally, CCC has undertaken a huge branding campaign and requires survey data collection to understand the impact and continuously improve those efforts.

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:
 - a) **Primary Unique Feature:** Hanover is able to provide CCC with access to a subscription-based, fixed-fee model that is distinct from the per-project pricing of traditional third-party research groups. Under this model CCC is able to enter into an agreement with the vendor for a flat annual fee *without* specifying a scope of work in advance as would be required with other vendors. Unlike other models existing in the market, their model does place restrictions on the suite or combination of services that can be integrated into a single project scope. This allows for CCC to access a wide range of services such as predictive analytics, qualitative analysis, integration of CCC internal data, cleansing of CCC data, business intelligence dashboards etc. to all be integrated into one highly customized project scope *without increasing the price or reducing the number of subsequent projects* that can be commissioned within the scope of the fixed-free service agreement.
 - b) **Supporting Features:** In addition to highly customized operating model and products that CCC would be able to avail itself of for a fixed rate, the following additional complimentary features are also included in the fixed rate cost at no additional charge
 - Their research suite integrate data and tools from multiple other platforms in the market—including Salesforce, Alfresco, Tableau, MarketSight, and Igloo – to summarize and analyze data and information. These platforms contain details that Hanover collects from its 1,000+ clients across all industry sectors including pharmaceutical, consumer products manufacturing, finance and insurance, education, healthcare, and approximately 20 other major areas.
 - Hanover also has developed proprietary methodologies and data assets that are unique to Hanover and Hanover employees are the only individuals who have access to this type of data and information.

3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications:
 - In addition to highly customized operating model and products, their professional service also includes continuous access to professional and certified researchers, an online library of previously commissioned studies, and proprietary dashboards compiled by institutional data, also known as Data Lab™. These professional services are included in the fixed rate cost at no additional charge.
 - This would position CCC to access a suite of highly customized products, tools and high touch research services that can be structured to meet our very unique needs. The fixed rate structures allows us to change, alter or otherwise revise projects without incurring any additional cost or penalties on the fly as the dynamic nature of our institutional needs and priorities emerge over the course of the service agreement terms. This is highly unique as other vendors require specificity in scope of professional services, where changes in scope result in additional costs.
 - Their range of expertise that allows them to pivot from one project to the next in multiple different areas that align with CCC’s strategic needs that make them unique. Those areas, broadly stated, are in enrollment management, student success, academic program development, finance, and marketing, among others.
 - Hanover’s website <https://www.hanoverresearch.com/insights/testimonial/>, features testimonials about their work. They have provides their services to institutions similar to CCC including Victor Valley College, California Community Colleges, Prince George’s Community College, and Lane Community College. Others not featured on this page include Houston Community College, Broward College, and Sacramento City College.

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: Various college and district team members researched and contact other similar vendors who offer distinct components of the types of services we seek to fit our specific needs, however, no vendor had a cost structure, nor consolidation of all entire suite of research services we seek in a single solution with a fixed fee that doesn't change as we change the scope of the projects we commission.

b. If no, why were alternatives not evaluated? _____
 What efforts were made to get the best possible price? The vendor that we contacted that has the closest suite of services is EAB. Initial contact was made in November 2018. A proposal that the vendor provided indicates a price point for membership roughly in line with a subscription to Hanover Research, however, their scope of services is not as comprehensive, nor as flexible. In conversations with both vendors, Hanover Research provided the precise suite of services that best align with CCC priorities and need for flexibility to respond to emerging priorities.

5. 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: _____

6. Why is the price for this purchase considered to be fair and reasonable? No other vendor will provide a comprehensive suite of services with multiple research projects, without providing scope of research design for one fixed annual fee

7. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: Hanover's unique subscription-based pricing structure allows for maximum flexibility to adapt project scopes, adjust prioritization, and add new project scopes in response to evolving CCC needs with no impact to cost or timelines.

8. What will be the financial or other impact to the CCC if this sole source is not approved and a competitive bid is required? CCC will not be able to utilize critical data elements to support goals in closing equity gaps in KPI performance. CCC will also lack data and insight on the impact of a significant rebrand effort.

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.

	Christian Collins	9/23/2022
Department/College Representative Signature	Printed Name	Date

Department/College Representative Signature		

VC/ College President Signature	Printed Name	Date

CPO Approval and Signature Required

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