

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: Jason Swanson, PhD

Email Address: jswanson18@ccc.edu

Department/School: Office of Institutional Effectiveness / MXC

Bulletin or Reference Number: n/a

Project Title: Race Conscious Continuous Improvement

Vendor: Derute Cooperative Consulting

and professional development

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 186,000 Actual Estimated
(Attach the proposal received)

Number of Potential/Remaining Renewals: 0

Length of Each Renewal in Months: n/a

Value of All/Remaining Renewals: \$ n/a

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:

The team at Derute Consulting Cooperative will provide race conscious continuous improvement efforts. They will do so by providing “practice-based professional development experiences that will enable them to generate insights into their students’ experiences, pilot locally-generated strategies for improvement, and evaluate the impact of their newly adopted strategies on student learning experiences and outcomes. This project is organized around three interrelated objectives, which will lead to the identified outcomes below:

Objective 1: Increase the capacity of faculty and staff to identify problems of instructional practice as evidence in faculty and staff engagement in systemic processes of student, teacher, and classroom-level data collection and analysis.

Objective 2: Increase the capacity of faculty and staff to co-learn together and co-lead racial equity improvement strategies as evidenced in the creation of equity improvement-focused faculty and staff learning communities.

Objective 3: Pilot racial equity improvement strategies and evaluate the impact of practices designed to increase student equity.

The first outcome of this intensive year of professional learning is that Racial equity improvement teams (ambassadors) will possess the capacity to lead their colleagues in continued implementation of improvement strategies that exemplify Malcolm X College’s commitment to eliminating the identified inequities between students, both in terms of student experiences and outcomes. The second outcome will be a repository of localized learning resources - select video-recorded lectures, readings, faculty and staff testimonials, data collection tools, and protocols - that Malcolm X College’s racial equity ambassadors can use for its continued racial equity plan implementation.”

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): _____

President and Fellows of Harvard College
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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

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

Black and brown MXC students continue to complete degrees, certificates, and transfer to 4-year institutions compared to their white counterparts. Moreover, cumulative GPAs are persistently lower. The literature on how to elevate student achievement in higher education is clear: faculty/staff must implement more culturally responsive pedagogy and conduct ongoing race conscious continuous improvement. However, many faculty members at MXC have not received the training in either area.

Moreover, there is an explicit commitment from the CCC district office and the MXC team to make our college more equitable. Embedded with the district strategic plan, the college's strategic plan, the college's equity plan, and the Chancellor's and President's explicit vision, equity is an essential objective. Moreover, the HEERF grant funding makes clear that a core work stream is to conduct equity work; this commitment is a promise to the federal government. By partnering with Derute Consulting Cooperative, we are following through on our promises to our students, our faculty, our community, and the government.

Derute Consulting Cooperative has agreed to provide practice-based professional development experiences that will enable them to generate insights into their students' experiences, pilot, locally-generated strategies on student learning experiences and outcomes. The project will be organized into three broad, interrelated objectives, which will lead to the outcomes below:

- a. Objective 1: Increase the capacity of faculty and staff to identify problems of instructional practice as evidence in faculty and staff engagement in systematic processes of student, teacher, and classroom-level data collection and analysis.
- b. Objective 2: Increase the capacity of faculty and staff to co-learn together and co-lead racial equity improvement strategies as evidenced in the creation of the equity improvement-focused faculty and staff learning communities.
- c. Objective 3: Pilot racial equity improvement strategies and evaluate the impact of practices designed to increase student equity.

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:

Derute Cooperative Consulting has studied the Malcolm X College equity plan. This is clear because the team makes repeated mentions of key goals within their proposal, and has proposed a plan that could cleanly integrate with work that our teams are already doing. As such, a unique component is that Derute has customized their approach specifically for our college, MXC.

Moreover, the unique features of their service are codified in one of the partners' book, "Stuck Improving: Racial Equity and School Leadership", written by Decoteau Irby; published by Harvard University Press. The copyright is 978-1-68253-67-5.

3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications:

Members of the Derute consulting team have earned some of the most prestigious awards in academia. For example, Elizabeth Drame, PhD, and Jacqueline Robinson-Hunsicker, PhD have earned Fulbright scholarships and Decoteau Irby, PhD earned a Spencer Fellowship. Even more

importantly, the Derute consulting team are academic faculty in higher education. As academic faculty, they will be able to share their own evolution of their practices and be able to better relate to MXC faculty to help them better understand their classroom practices. Moreover, these academic faculty are Midwesterners. The consulting team reside in Chicago and the Milwaukee area and are acutely aware of the challenges and juxtapositions of serving as academic faculty member in 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:

Sole-source vendor.

5. What efforts were made to get the best possible price?

Derute Consulting Cooperative is a not-for-profit, member-owned, democratically-governed cooperative of members who are dedicated to supporting the equitable development and empowerment of Black and other communities of color locally, regionally, and internationally. Moreover, the team at Derute will be using tools, frameworks, and models that are copyrighted and can only be legally used by members of the cooperative.

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?

The Derute team proposed five major phases of work; we are paying approximately \$37k per phase of work.

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?

The Derute Consulting Cooperative has some of the most cutting-edge frameworks, tools, and protocols in the field, which is why their work was published in the Harvard University Press in 2021. The Malcolm X team will not legally have access to such materials if we do not pursue an agreement with the cooperative. Moreover, their team is the only team that would know how to implement such tools anyways because their team developed them.

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.

	Jason Swanson	08/31/2022
Department/College Representative Signature	Printed Name	Date

Tiffany Dixon

Tiffany Dixon

Department/College Representative Signature

David A. Sanders

David A. Sanders, President

8/31/2022

VC/ College President Signature

Printed Name

Date

CPO Approval and Signature Required
