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Sole Source Justification Worksheet

Distribution

Director of Purchasing
Purchasing Coordinator
Buyer/LCC Card Administrator
Services Buyer
Purchasing Customer Advocate
Purchasing Lead Support
Employee

Related Documents

PURPR001 College Purchasing Procedure
PURWI002 Sole Source Justification Worksheet

Ownership

The Director [beardb@lcc.edu] is responsible for ensuring that this document is necessary and that it reflects actual practice.

REVISION STATUS PAGE

<u>DATE</u>	<u>PAGE NO.</u>	<u>VERSION #</u>	<u>INSTRUCTIONS/COMMENTS/REASONS</u>
4/25/05	All	1	New Procedure
12/12/07	All	2	Updated Distribution "Director of Purchasing"; Supplier to Vendor; Updated Purchasing's signature block

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Sole Source Justification Worksheet

A sole source justification is needed when only one source is expected and the estimated value of the purchase exceeds \$5,000. Please complete the following questions to substantiate the sole source justification. You may continue on additional paper if necessary.

Vendor: Community College Consulting

Requisition Number:

1. Please provide a brief non-technical description of the supplies/services to be acquired. The description must include a statement on the specialized nature of the requirement.

Mr. David Hilquist, of Community College Consulting, will provide services currently unfulfilled due to the Sr. Vice President of Operations vacancy. Mr. Hilquist will provide senior level leadership to finance and executive staff regarding budget planning and process, and review and make recommendations for finance related Board of Trustees policies. Mr. Hilquist is a former Chief Financial Officer at a community college with over 30 years of experience.

2. Is there a lack of or unsuitability of reprourement data? Have you made a determination that only one Vendor's product/service is compatible with existing equipment?

N/A

3. Is there not enough lead time to qualify another contractor or vendor's product? (Please explain circumstances, i.e. exigency).

N/A

4. Is there a determination that only one vendor has the capability to provide the supplies or services within a specified period of time? (State the actions taken to confirm this.)

Mr. Hilquist has extensive experience as a Community College senior level administrative and financial Executive. The College has a vacancy is the Senior Vice President of Operations and a vacancy in the Director of budget position and a professional level budget staff position. Mr. Hilquist's specific long term experience with the financial processes of a community college will allow him to

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fill the resource gap left by these vacancies and provide for transition and proper implementation when the positions are filled with LCC employees.

5. Is there a determination that a single vendor's item of supply is found to be the only acceptable item? Please provide a statement on the circumstances surrounding the sole source position of the Vendor. Why does this Vendor have the advantage?

N/A

6. Please state whether or not the proposed sole source is the only known source that can satisfy the College's requirement.

N/A

7. Please state the actions you will be taking to preclude future sole source requirements for the same item(s). What actions do we need to take to enable other firms to compete? Are there individual components that can be competitively acquired?

The College does not anticipate requiring this level of expertise to fill the needs of vacant executive and senior Administrative staff. The College will fill these needs with internal employees in the future.

8. Please state the facts that have led you to determine that only one vendor has the capability to meet Lansing Community College's requirement. (State the unique capabilities required for performance that are possessed by only one vendor. State reasons why no other vendor has or can obtain these capabilities and why they are essential for contract performance.)

Mr. Hilquist has unique experience with the specific financial challenges facing LCC in the current economic environment. He also has significant experience in leading the community college budget process during times of internal change.

Department Chair/Director

Date

Dean/Vice President

Date

Director, Purchasing

Date