

Florida International University SOLE SOURCE REQUEST

Authority is requested to purchase commodities/services in an amount **in** excess of \$25,000 which would otherwise require a competitive process. Be sure to consider other purchasing exemptions which may be available before Sole Source as the requirements for a Sole Source purchase are high. Sole Source means that the commodities/services are unique and that the supplier is the **only one** who can provide the commodities/services and adequate number of quotes cannot be obtained. Best price alone cannot be used for sole source. If the commodities/services are available from more than one source of supply, best price must be determined through the competitive process. The final determination that a sole source purchase is justifiable is based on the information provided. If this request is not approved, normal competitive process will be necessary. Please contact Procurement Services for procurement options. If a contract is required please follow the appropriate contract process.

The questions below have been designed to assist faculty and staff in providing necessary information to make a determination. **Complete specifications, quote (including warranty, installation, and shipping/handling charges) and if only one supplier can provide the item, a letter from the manufacturer stating the supplier is the only authorized distributor for this purchase must accompany this form.**

Date: 2.12.2024 Requestor's Name: Laura Castillo Requestor's Panther ID: 1589541

Dept. ID: 123001000 Dept. Name: Office of Scholarships Requisition Number: 301855

Activity/Project ID: 1230120001

Total Purchase Amount (Include all anticipated future costs) \$ 900,000.00 (the amount includes previous sole source & future anticipated amounts)

Supplier Name and Contact Information: Ellucian CampusLogic, Inc. Colleen Shannon 602-643-1300, Colleen.Shannon@campuslogic.com

Commodity/Service Description and Use: Ellucian CampusLogic has designed, engineered, and managed RaiseMe, a program to provide micro-scholarships for students with aspirations to attend Florida International University. RaiseMe utilizes a technology model which allows motivated and academically able high school students with an interest in attending Florida International University to engage in achievement-based methods of accruing micro-scholarships that can be redeemed at Florida International University if the student applies, is admitted, and matriculates at the Florida International University.

Florida International University requests to provide students with the opportunity to earn micro-scholarships via RaiseMe to attend Florida International University. The intention of the program is to deepen the relationship between prospective students and the Florida International University and to keep high school students motivated and on track as early as the 9th grade, so that they can develop into high potential applicants for Florida International University by the 12th grade. RaiseMe is a distinct and unique recruiting source as students as early as the 9th grade are able share details about their academic, extracurricular, and other achievements throughout high school with the Florida International University.

RaiseMe has invented micro-scholarships and is currently the only provider who implements micro-scholarship programs for university partners and works with both incoming FTIC and transfer students. RaiseMe has built in logic to capture course curriculum so that micro-scholarships can be awarded to transfer applicants who complete a sequence of pre-requisite courses.

1) List unique features of the stated specification that restrict the requisition to only one supplier and explain why these unique features are needed for the accomplishment of your work:

There are no other micro-scholarship vendors available. This is the only vendor that allows students to earn small amounts of scholarship money beginning in 9th grade or first year in state college based on a series of activities and milestones established by the university. The University is only required to download the information to SalesForce and PeopleSoft in order to award the students who enroll at FIU. The necessity of the program is to deepen the relationship between prospective students and FIU and to keep high school students motivated and on track as early as the 9th grade, so that they can develop into high potential applicants for us by the 12th grade. RaiseMe is a distinct and unique recruiting source as students as early as 9th grade are able to share details about their academic, extracurricular, and other achievements throughout high school FIU.

2) Prior to submitting this Sole Source Request, you must investigate other possible sources. Please state what action was taken: Searched on the internet for 'micro-scholarships' and 'what is a micro-scholarship' to see if any other vendors have tried to challenge CampusLogic but no one else has been successful. There are scholarship search engines, but they do not allow for an institution to award funds, they are not the same platform, and institutions cannot determine the exact criteria for the award.

If no action was taken to investigate other possible sources, you must provide an explanation why no further investigation was conducted: _____
If available, did you obtain quotes from other sources? ___ Yes ___ No If yes, attach copies.

3) List any company other than your suggested source who supplies an item with similar functions and the reasons competing commodities/services are not satisfactory:

College Board, Niche, Unigo, all have search engines and links to applications for scholarships but do not allow for a university to set-up and award micro-scholarships.

4) Will the item be used with existing equipment? ___ Yes X No

Give Brand & Model number of existing equipment and why the new product is the only one that will work properly with it:

Is it a repair/replacement part? ___ Yes X No

Is it a component to be interfaced with the existing equipment? ___ Yes X No

5) Is this product being purchased directly from the manufacturer? X Yes ___ No

If No, is it available from more than one dealer? Yes No

If Yes and it is available from more than one dealer, why can this item not be bid?

If the manufacturer states their goods and/or services are a sole source and only they can provide the item, a letter from the manufacturer must be provided and you must show what steps you took to confirm this sole source. _____

6.) Is the need for the commodities/services related to a research project? _____ Yes X No. If this is a sub-recipient transaction then it is exempt and a Sole Source Request is not needed.

7.) Has the supplier been awarded a competitive solicitation for the commodities/service that FIU could utilize? Yes X No

If yes, provide the name of awarding entity, the contact person and phone number.

8.) Give any additional information you feel may aid in processing this Sole Source Request.

I /We the undersigned , certify that the above to be true and correct to the best of my/our knowledge and belief and the user and /or undersigned does not have a conflict of interest in the above named supplier.

Departmental Approval	Procurement Approval	President or Designee Approval
<p>I hereby certify the validity of the information and feel confident the Sole Source Request will meet University criteria and would withstand any audit or supplier prot</p> <p><i>Laura C. Castillo</i></p> <p>Requester</p>	<p>This has been researched and recommending approval as a non-competitive purchase. Procurement Professional approves \$25,000 - \$75,000</p> <p><i>[Signature]</i></p> <p>Procurement Agent</p>	<p>CFO or Provost approves \$100,000 - \$174,999.99</p> <p><i>[Signature]</i></p> <p>CFO or Provost</p>
<p>I certify the funds are available</p> <p>Barbara S. Manzano</p> <p><small>DocuSigned by: Barbara S. Manzano DN: cn=Barbara S. Manzano, o=Florida International University, ou=Office of the Provost, Planning & Finance, email=bmanzano@fiu.edu, c=US Date: 2024.02.12 10:33:46 -05'00'</small></p> <p>Business Unit Approver Phone#: <u>305-348-0050</u></p>	<p>Director of Procurement Services approves \$75,000.01 - \$99,999.99</p> <p><i>[Signature]</i></p> <p>Interim Director of Procurement Services</p>	<p>President approves \$175,000 and over</p> <p><i>[Signature]</i></p> <p>President</p>

This certification will become a public document, open to public inspection, therefore, you should be certain that all material facts are true, relevant, and clearly understandable.