



Department: Academic Affairs__Requisition #: Dollar Amount: \$204,360.03

Note: This Sole Source Certification will become a public document, open to public inspection; therefore, you should be certain all material facts are true, relevant, and clearly understandable.

Per Florida Polytechnic University Purchasing guidelines, the following is submitted in support of this request for authority to purchase, without bidding, the items available from only one source.

Sole Source means that the item/service is unique or that the vendor is the only one from whom the item/service can be provided. Best Price alone cannot be used for sole source. If the item/service is available from more than one source of supply, best price must be determined through the competitive bid process.

A. Sole Source Vendor

Company Name: Collegiate Enterprise Solutions, LLC dba The Registry
Address: Three Centennial Drive
Peabody, MA 01960

B. Describe in lay language, what the item/service is and how it is to be used.

Interim Vice Provost & Chair of Arts, Humanities and Social Sciences of University on an interim basis

C. What feature or special condition of this commodity/service is unique or cannot be obtained from any other source?

Unfortunately, filling this role could take several months leaving the university without a qualified, successful leader in this role.

D. Is this product being purchased directly from the manufacturer? If No, is it available from more than one dealer? If Yes, it is available from more than one dealer, why can this item not be bid?

A Vice Provost & Chair of Arts, Humanities and Social Sciences of University is critical to the success of university.

E. Prior to submitting this requisition, did you investigate other possible sources?

Unable to find a competitor.

If Yes:

N/A

1) Did you obtain quotes from the other sources?

Yes [] No []

If Yes, attach copies.

2) Is this Vendor's price lower than the other sources? If No, justify the additional cost below.

Unable to find a competitor.

F. Other Sole Source comments or explanations.

The Registry was acquired by Collegiate Enterprise Solutions, which made it possible to expand their services to not only provide Interim Presidents but to also provide senior administrators. After research, it has been determined that the Registry is the only firm that can provide immediate prequalified leadership to serve as an interim executive (Vice Provost & Chair of Arts, Humanities and Social Sciences) without exceeding current budget.

I / We, the undersigned, certify 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 financial interest in the above-named vendor.

DEPARTMENT APPROVAL

I hereby certify the validity of the information and feel confident the Sole Source Certification will meet University criteria and would withstand any audit or vendor protest.

X University Procurement,
VP/Department Head Signature Date

Office of General Counsel,

X and CFO
Procurement Official Signature Date

X _____
University Attorney Date

PROCUREMENT APPROVAL

This acquisition is approved as a non-competitive purchase.

Public Posting Date: _____

Public End Date: _____

X _____
Procurement Director/Delegate Signature Date

Please Note: Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.

