

Department: _____

Req. #: _____

Total Amount: _____

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.

SOLE SOURCE JUSTIFICATION

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.

Note: Sole Source means that the item/service is unique and 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: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

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

C. What feature or special condition of this purchase is unique and cannot be obtained from any other source?

D. Is this product being purchased directly from the manufacturer? Yes No

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?

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



If Yes: 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? Yes No If No, justify additional cost

N/A. There is no other vendor that can provide the services.

F. Other Sole Source comments or explanations.

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	PROCUREMENT 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.  _____ Principal/Department Head Signature Date	This acquisition is approved as a non-competitive purchase. _____ Purchasing Coordinator Signature Date
FAILURE TO FILE A PROTEST IN ACCORDANCE WITH BOARD OF GOVERNORS (BOG) REGULATION 18.002 OR FAILURE TO POST THE BOND OR OTHER SECURITY AS REQUIRED IN THE BOG REGULATION 18.002 AND 18.003(3) SHALL CONSTITUTE A WAIVER OF PROTEST PROCEEDING.	 _____ Procurement Authorized Signature Date

F: CONTINUED

F.B Item/Service and How Used.

BACKGROUND:

Florida Poly faces mission-critical needs to replace its legacy student information system (SIS) with a modern platform. As the SIS is the core information system of any university, with many interactions with other systems, this is a major technology decision requiring an in-depth analysis of university business needs, trends among other universities regarding such technology, and in-depth knowledge of the pertinent software market, vendors, trends, strengths and weaknesses. Due to limited IT staff resources at Florida Poly, assistance from an advisory services partner is needed to facilitate this process and help advise the University to a successful outcome.

SERVICE:

The service being procured through the Consulting Services Agreement consists of four distinct scopes of work for solution evaluation and procurement assistance:

1. University needs assessment and identification of requirements and functional process gaps.
2. Design of evaluation and selection processes and criteria for the needed solution.
3. Supporting advice to the University during vendor evaluations and selection.
4. Supporting advice to the University during implementation partner evaluations and selection, should the services of an implementation partner be required.

HOW USED:

These advisory consulting services will assist the system evaluation team, Technology Services, and Procurement in the analysis, evaluation, selection, and procurement process for a new Student Information System from an unbiased, vendor-neutral third party that specializes in researching technology solutions for higher education.

F.C Special Features and Conditions.

The Tambellini Group provides higher education-specific technology research and advisory services including research reports covering higher education technology market trends and unbiased vendor information. Their *Education Institution Technology Profile Database*® is trademarked and unavailable from any other single source. Tambellini's research and consulting staff consists entirely of seasoned former administrative and technology professionals from higher education. Their deepest and longest area of service is selection of student information system solutions.

F.D Why not biddable.

There is only one source for the combination of services required as described in F.C above, which is The Tambellini Group. Tambellini does not have any resellers, distributors, or partners.

F.F Other Comments.

Tambellini clients report an average return on investment (ROI) of 410%. In addition to ROI, Tambellini clients report faster time to technology decision-making with greater stakeholder involvement and buy-in. Tambellini clients also report reduced risk in technology decision-making because of the strength of the analysis and advice provided.

Florida Poly's student information system replacement project is urgent to the strategic goals and ongoing operations of the University. The SIS we have in place is no longer supported by the manufacturer and has been deemed outdated and unsupportable. Current lack of staff resources requires the University to obtain expert external help that can uniquely address internal stakeholder buy-in; maximum reduction of risk; efficient and rapid timeframe to decision; and unbiased analysis based on in-depth higher education-specific knowledge of the student information system market, vendors, and trends. These key success factors are uniquely addressed in a common sole source by the Tambellini Group.