

**Sauk Valley Community College  
June 22, 2020**

**Action Item 4.7**

**Topic:** Sole Source Procurement – Campus Logic Software

**Strategic Direction:** Objective 2.6 – Improve semester-to-semester retention rates.

**Presented By:** Dr. David Hellmich and Dr. Jon Mandrell

**Presentation:**

The College’s Title III grant provides opportunities to enhance student success and retention efforts. In its first year, Sauk has established a Mental Health Counseling Center and a new Writing Center and has purchased retention software. Consistent with the grant, we have sought additional software to improve communications and document processing in the Financial Aid process. These software solutions provide digital communications between financial aid staff and the student, including signatures, which enables staff to initiate and finalize the process online with students while allowing for document tracking and archiving.

After researching software options, faculty and staff determined CampusLogic provided the best options in terms of adaptability, functionality, and value. CampusLogic is the sole supplier of necessary software that will integrate the College’s financial processing data and the public bid process is not required. Title III funds will be used to fund this purchase.

**Procurement Rules:**

Uniform Grant Guidance (2 CFR 200.320(f)(1)) allows for procurement by noncompetitive proposals if the item is available from a single source. The Public Community College Act (110 ILCS 805/3-27.1) and Sauk Valley Community College Board Policy (305.01) exempt purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services from competitive bidding.

**Contract Terms:**

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
<b>Implementation Fee:</b>	\$ 2,500	\$ -	\$ -	\$ 2,500
<b>Service Cost:</b>	\$ 31,120	\$ 35,107	\$ 39,461	\$ 105,688
<b>Total</b>	<u>\$ 33,620</u>	<u>\$ 35,107</u>	<u>\$ 39,461</u>	<u>\$ 108,188</u>

The College has the option to end the contract service term at the end of year 3.

**Funding Source:**

This contract will be funded by the College’s Title III Strengthening Institution Grant.

**Recommendation:**

The administration recommends the Board approve the proposed contract terms from CampusLogic, Inc. for CampusLogic software services for a total obligation of \$108,188 for a term of three years funded through federal sources.