

Sauk Valley Community College
October 28, 2024

Action Item 4.5

Topic: **Sole Source Procurement – Common App**

Strategic Direction: **Access and Inclusion – Sauk Valley Community College is a welcoming and inclusive centralized hub for all learning and training needs across the Sauk Valley region.**

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

Presentation:

The Illinois Community College Board has invited community colleges to participate in an Early Adopter pilot program with Common App, which is web-based software that offers college applicants an efficient and convenient way to apply to over 1,000 member colleges with a single submission. As part of this initiative, prospective students may consider Sauk Valley Community College as one of their options when choosing an institution to attend. The implementation of the Common App will not only enhance SVCC's application process, but will also support the College's and the State of Illinois' efforts to improve access and inclusion. Additionally, the Common App offers excellent adaptability, functionality, and value. Since it is the sole provider of the required software, the public bid process is not necessary.

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:

	Year 1	Year 2
Implementation Fee:	\$ 7,000	\$ -
Service Cost:	\$ 2,500	\$ 2,500
Total	\$ 9,500	\$ 2,500

Funding Source:

ICCB is exploring options to fund the initiative but has been unable to secure funding at this point. Year one and two costs will be funded through unrestricted operating funds, pending allocation from ICCB.

Recommendation:

The administration recommends the Board approve the proposed contract terms from Common App for a total obligation of \$12,000 for a term of two years funded through unrestricted operating funds, supplemented by ICCB funds if obtained.