



Department: Admissions Requisition #: Dollar Amount: \$157,000.00

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: College Entrance Examination Board
Address: PO BOX 30171, New York, NY 10087
Telephone: 517-485-3242

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

Student name buys. The College Board helps Florida Polytechnic University reach enrollment goals by connecting us to students with the capacity for success in our institution.

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

The College Board owns the SAT Exam and they are the only organization that has access to the results of those exams.

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?

Yes, it is not available from any other dealers.

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

If Yes:

1) Did you obtain quotes from the other sources?
If Yes, attach copies.

[ ] Yes [x] No

2) Is this Vendor's price lower than the other sources?

[ ] Yes [x] No

If No, justify the additional cost below.

It is not available from other sources.

F. Other Sole Source comments or explanations.

The College Board is a not-for-profit membership organization that connects students with colleges for academic success. Admissions requests these names for recruitment purposes in order to achieve enrollment goals.



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. | This acquisition is approved as a non-competitive purchase.       |
| <input checked="" type="checkbox"/> <i>[Signature]</i> <i>8-24-23</i>  | Public Posting Date: _____  |
| VP/Department Head Signature                      Date   | Public End Date: _____  |
| <input checked="" type="checkbox"/> <i>Andy Farrington</i> 8/24/2023   | <input checked="" type="checkbox"/> _____                         |
| Procurement Official Signature                      Date   | Procurement Director/Delegate Signature                      Date |
| <input checked="" type="checkbox"/> <i>Melaine J. Schrif</i> 8.24.2023   |   |
| University Attorney                      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.**