



Department: Academic Affairs__Requisition #: _____ Dollar Amount: \$270,966.24

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: DLV Consulting, LLC

Address: 2210 Perennial Circle Henrico, VA 23233

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

Enrollment Management Services

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?

Enrollment Management is critical to the success of university. The relevant facts are:

- 1) The University had a late May resignation by the individual that occupied the Vice Provost Enrollment Management position,
- 2) We have filled these positions in the past, and it has been quite difficult to find the correct candidate. In addition, there is a season to filling this role, where highly experienced candidates are reluctant to leave their current institutions at the beginning of the fall 2024 admissions season which is August 1.
- 3) We contracted two individuals to do an independent review of our admissions operation. This review provided us with strong mutual knowledge between DLV Consulting and the university. Over the course of this review, we naturally decided to formalize an "interim/consulting" relationship with Ms. Voss at DLV Consulting, LLC. Ms. Voss brings a much stronger experience and skill set than we could attract in a typical candidate.
- 4) Nationally, there is an enrollment burnout crisis of sorts. You don't have to look far to see that there have been numerous resignations for individuals that serve the admissions portion of academic operations.
- 5) At the current time, FIU is operating with an individual internally transferred into the admissions role due to resignation of their leadership position for admissions and financial aid, USF has just failed in a search to fill this role, FAU is currently searching to fill a similar role. If we include Florida Poly, fully 1/3 of the SUS is searching for, or has filled on an interim basis, the leadership role for admissions and financial aid. Our enrollment planning includes a strong uptick in admitted students; this uptick puts us back on track for enrollment growth where our student population had flattened due to our housing shortage. With a new dorm that opens in fall 2024, we must have strong leadership for the admissions function, and we need it now (admissions season opens August 1).

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? If No, justify the additional cost below.

The selection of this consultant was performed based on qualifications.

We contracted two individuals to do an independent review of our admissions operation. This review provided us with strong mutual knowledge between a candidate (Ms. Dee Voss) and the university. Over the course of this review, we naturally decided to formalize an “interim” relationship with Ms. Voss. Ms. Voss brings a much stronger experience and skill set than we could attract in a typical candidate.

F. Other Sole Source comments or explanations.

N/A

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.

<p>DEPARTMENT APPROVAL</p> <p>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.</p> <p>X _____</p> <p>VP/Department Head Signature Date</p> <p>X _____</p> <p>Procurement Official Signature Date</p> <p>X <i>Melaine J. Schrijs</i> 9.19.2023</p> <p>University Attorney Date</p>	<p>PROCUREMENT APPROVAL</p> <p>This acquisition is approved as a non-competitive purchase.</p> <p>Public Posting Date: _____</p> <p>Public End Date: _____</p> <p>X _____</p> <p>Procurement Director/Delegate Signature Date</p>
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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.

