

SINGLE SOURCE CERTIFICATION

DATE: 9.6.2022

Authority is requested to make the following purchase under the provision of USF System Regulation USF4.02010(IV)(A)(2)(b) as a non-competitive purchase available from only one source.

ITEM(S): The Common Application web-based college admissions application.

PRICE: \$ 200,000.00 FUND #: _____

VENDOR ID: 0000093765 REQUISITION#: 161590009

VENDOR NAME: The Common Application, Inc. PURCHASE ORDER #: _____

FEDERAL GRANT: Y N

Describe the equipment, commodity or contractual service and how it is to be used. Provide the justification for the single source (note price cannot be used for justification). Attach additional pages if necessary. The Justification should describe in lay language. The service/commodity and its intended use, The reasons the item is not subject to competition from other sources, The necessity for purchase, and why only this service/commodity has unique features or qualities that will accomplish the required needs of the buyer.

The Common Application is a non-profit membership organization representing more than 1,000 diverse institutions of higher education. The platform, a web-based college admissions application, provides access, equity and integrity in the college admission process. It affords first-time and transfer applicants the ability to apply to multiple colleges at once. Students only have to fill out details that most schools require, including name, address and extracurricular activities, one time.

Each year, more than one million students — a third of whom are first-generation — apply to college, research financial aid and scholarships, and connect to college counseling resources through Common App. Further, for USF over 75% of FTIC applications come in via the Common Application.

Because higher education admissions have never been more complex, membership in the Common Application is both strategic and vital for the University of South Florida 's admissions process.

This \$200k requisition is for per application fees per the contract. These are paid from the same fund where revenues from student applications are received, so it does not represent an additional cost to the university. The amount has been determined by the department based on past history of payments and projections for the current academic year.

Purchasing Agent
Authority: USF4.02010(IV)(A)(2)(b)

Date

Approved by:

Date

PUBLIC POSTING

START DATE 9/9/2022 END DATE 9/14/2022

Last Modified: 05/10/2021

OFFICE OF THE UNIVERSITY CONTROLLER, PROCUREMENT SERVICES

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