

SINGLE SOURCE CERTIFICATION

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. By submitting this form, department acknowledges that existing [exemptions](#) will not apply to this purchase. Single source requests exceeding \$150,000 must be signed by a Procurement Director and posted publicly for (3) business days.

DATE: 11/16/2023

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

PRICE: \$ 200,000 FUND #: 10000

SUPPLIER ID: 0000093765 REQUISITION#: _____

SUPPLIER NAME: The Common Application, Inc.

FEDERAL GRANT: Y N

In your words, describe the equipment, commodity, or contractual service. Explain how these specifications are essential to the accomplishment of your work:

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 college at once. Students only have to fill out details that most schools require, including name, address, and extracurricular activities, one time.

In your own words, describe the reason(s) the item is not subject to competition from other sources and how the stated specification(s) restrict the requisition to only one supplier. Description may include unique features/compatibility/specifications/availability/delivery time frame etc. (Note: Price is not a valid reason).

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 admission process. This \$200,000 requisition is for per application fees per the contract, which are paid from the same fund where revenues from student application are received. It does not represent additional cost to the university. The amount is determined by the department based on historical payment data.

In your own words, describe the due diligence conducted to validate this supplier as Single Source. Description SHOULD list all other suppliers with item(s)/service(s) with similar functions, your efforts to identify other suppliers, and why these suppliers would not qualify to submit a competitive quote.

The Common Application is a non-profit membership organization representing more than 1,000 diverse institutions of higher education. 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. USF has over 75% of FTIC applications come in via the Common App.

DocuSigned by:

11/17/2023 | 10:56 EST

Clifton James

START 11/17/2023 END 11/22/2023

Approved By (Procurement)

DATE

PUBLIC POSTING DATES

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

Last Modified: 05/10/2021

OFFICE OF THE UNIVERSITY CONTROLLER, PROCUREMENT SERVICES

University of South Florida | 4202 E Fowler Avenue, | Tampa, FL 33620-4301

813-974-2481 | usf.edu/