

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 \$75,000 must be signed by a Procurement Director and posted publicly for (3) business days.

DATE: 7/28/23

ITEM(S): Functional Consultant for SSB9 Implementation: General & Student Plans

PRICE: \$ 150,000 FUND #: 10000

SUPPLIER ID: 0000098413 REQUISITION#: _____

SUPPLIER NAME: Westlandon Consulting LLC

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:

Contractor will provide functional resource and project guide for the implementation of Ellucian's Self-Service for Banner 9 (SSB9). Contractor will serve as a functional resource and project advisor for SSB9 implementation for the Registrar, Undergraduate and Graduate Studies to implement General and the Academic Plans required for the Registration and Faculty/Staff modules of SSB9.

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).

Contractor has a proven track record of SSB implementation with functional lead (Catherine Mund, University Registrar), creating efficiencies to get this significant project initiated and completed in the one year time frame outlined by Information Technology. The time savings of prior joint work in this arena will allow both the functional lead and consultant to provide a higher level of support to project constituents, leading to increased value of investment. The contractor is both available for

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.

Information Technology has contracted technical consultants to assist with the lift associated with this project at rates that are quadruple the price of this functional support. Westlandon is registered as a Diverse Supplier. This coupled with their established track record, they have experience working with the technical consultants of the Ferrilli group, which is IT's contract. We were dissuaded from contacting Ellucian for a functional lead, because Ellucian contracts out to Ferrilli. To ensure accountability and an independent set of eyes on this important implementation, Westlandon's unique experience is unmatched.

DocuSigned by: Jeff Elliott 8/4/2023 | 13:31 EDT START 8/7/23 END 8/9/23

Approved By: (Procurement) _____ DATE _____ PUBLIC POSTING DATES _____
 Authority: USF4.02010(IV)(A)(2)(b) Last Modified: 05/10/2021