

Sole Source Justification Form

Bulletin Reference Number

Requesting Agency/University

Capital Development Board

Sole Source Justification Form - Part I

Section I - General Information

Department/Bureau/Section: Operations

Need Identified Date: October 15, 2021

Supply/Service Need By Date: Nov 8, 2021

Project Title: e-Builder Project Manager Resource

Vendor: SPV ASSOCIATES INC. (DBA ONINDUS)

Provide a description of the supplies or services required: e-Builder Implementation Project Management Resources

Value: Estimated

Value of Initial Term, this Change Order or Amendment: 25,000

Will this Sole Source amend a Professional or Artistic Services contract? Yes No

*Sole Source may not be used for amendments for Professional or Artistic Services if the amendment would increase the value by more than 5% of the initial award or extend the term by more than 60 days.

Type: One-Time Amendment or Change Order

Section II - Proposed Term

One-Time Purchase Term Contract

Section III - Funding Source

Select the type of funding to be used (Check all that apply): State Appropriate Funds Federal Funds Other (Explain):

Section IV - Sole Source Justification

This purchase is economically only available from a single source **primarily** because it is: (If "Other" explain in one sentence)

Critical Changes to the Existing Contract are Necessary and Best Accomplished by the Contract Holder

Are there secondary justification(s) for this sole source? Yes No

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Section V - Purchase History

Has the Agency or University Purchased these supplies or services in the past? Yes No

Term	Term From	Term To	Value	Description	Contract Number	Type
1	Jul 6, 2021	Jul 6, 2022	100,000	EBuilder Implementation Project Manager Work Agreement	WA220001	Small Purchase
2						
3						
4						
5						
6						
7						
8						
9						
10						

If more than 10, or if other comments, explain:

Section VI - Business Rationale

1. Provide a detailed explanation of the need for the supplies or services:

Additional funding is necessary for the continuity of existing services until the agency can procure additional resources.

2. Provide a list and describe in detail the specifications required to satisfy the need:

Continue provide the following services in the existing contract for an additional 30 days. Vendor shall assist CDB with the daily responsibilities of the implementation of the eBuilder project management software. Vendor will collaborate and facilitate an agile project implementation plan in conjunction with the e-Builder project team based on project management standards and guidelines. Under the direction of the Executive Director of CDB or his designee, Vendor will lead the CDB core project team to facilitate process discovery sessions for CDB staff and other stakeholders.

3. Provide detail explaining the justification selected in Section IV to explain why the requested supplies or services are the only ones available that can satisfy the agency or university requirements?

The current vendor has developed a plan and timeline to lead CDB resources in the implementation of the e-Builder product. This Project Manager has developed a relationship and certain momentum for facilitation of configuration and testing services currently in progress. The agency expects to procure additional resources within the next 30 days to provide resources for leading this effort for an extended period of time. This additional funding will support the current contract for a Project Manager for an additional 30 days.

4. What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific quantifiable factors/qualifications:

Vendor has unique knowledge of CDB and its needs and is able to assist CDB to move forward with minimal education about the State or the eBuilder software.

5. Has the Agency or University considered alternative supplies or services to satisfy their need? Yes No

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5a. If no, why weren't alternatives evaluated?

Continuity of existing service is critical to the successful implementation of eBuilder within acceptable timelines. Alternative services would cause delays and additional costs.

6. Are there resellers or distributors?

Yes No N/A

7. What efforts were made to get the best possible price (i.e. did the agency/university negotiate) and how did you determine the price for this purchase is considered fair and reasonable?

Pricing was established through a competitive request for quotes. Additionally, CDB's DOIT CIO has indicated that the prices provided are extremely fair and reasonable and that other Vendors would likely provide a much higher price. Finally, an individual with the EPMO at CMS indicated that the prices were lower than the usual price for similar services. The hourly rates for the contract are as follows:

Project Manager \$135

8. Will this purchase obligate the State to this vendor for future purchases such as maintenance, licensing or continuing need?

Yes No

9. What will be the financial or other impact to the State if this sole source is not approved and a competitive bid is required?

>\$500,000 due to fact it will prolong existing timelines for the project and require change to existing e-Builder contract.

10. Is there any additional information you would like to add to justify this sole source?

CDB has already invested hundreds of staff hours in implementing the eBuilder software. Additionally, the State has spent a significant amount of money for the eBuilder software. The longer it takes the State to fully implement the eBuilder software, the more man hours and money is wasted waiting to utilize this new system and retire CDB's legacy system, which is no longer being serviced. With out the project management/implementation services offered by Vendor, CDB will continue to struggle with its implementation. Additionally, without support for CDB staff and its vendors in utilizing this new system, staff and vendors may struggle and not be able to properly utilize the system, the use of which is necessary for the management of CDB construction projects going forward. CDB also wishes to offer support to its vendors in utilizing this new system to ensure that the transition is as easy as possible and does not alienate vendors and potentially diminish CDB's bidder pool.

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Section VII

Requesting Department Signature Required

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct and the fairness and reasonableness of the price was adequately confirmed.

Requesting Department Representative

Phone Number

217-782-8688

Date

10/20/2021

Printed Name

Kathryn Martin

E-mail Address

Kathryn.Martin@illinois.gov

State Agency Bureau/Division Head or University Purchasing Director Approval and Signature Required

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct and the fairness and reasonableness of the price was adequately confirmed. (All prior form fields will lock once this e-signature is completed)

Agency Bureau/Division Head or University
Purchasing Director and Not a Designee

Phone Number

217-782-4843

Date

10/21/2021

Printed Name

Paula Sorensen

E-mail Address

Paula.Sorensen@illinois.gov

SPO Approval and Signature Required

I have reviewed and understand the contents of this Sole Source Justification and agree with the State Agency or University determination.

I have reviewed and understand the contents of this Sole Source Justification and do not agree with the State Agency or University determination. As a result, the State Agency or University must explore other sourcing methods to satisfy their need.

State Purchasing Officer Signature

Phone Number

217-836-0075

Date

Oct 21, 2021

Printed Name

Ken Morris

E-mail Address

Ken.Morris@Illinois.gov

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Capital Development Board

Sole Source Justification Form - Part II

Section I - General Information

Project Title

e-Buider Project Manager Resource

Vendor

SPV ASSOCIATES INC. (DBA ONINDUS)

Initial Date of Procurement Bulletin Posting

Oct 21, 2021

Was a Sole Source hearing held per 30 ILCS 500/20-25?

Yes - Complete Section II and III below (Section II will only be visible when this option is selected)

No - Section II not required, go to Section III below

Section III - CPO Approval and Signature Required

Based on my review, I authorize the Agency/University to proceed in accordance with the published Notice referenced above.

Based upon my review, I authorize the Agency/University to proceed with the following Changes.

Based on my review, the Agency/University is not authorized to proceed with this sole source as presented and my recommendation is that it be cancelled.

Other

CPO Signature

CPO Phone

2175582156

Printed Name

Arthur Moore

Date

Nov 10, 2021

CPO E-mail

arthur.l.moore@illinois.gov