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.

SOLE SOURCE CERTIFICATION

Under the requirement of University of Florida Rule No. 6C1-3.020(5)(f)(2), the following is submitted in support of this request for authority to purchase, without bidding, the items available from only one source.

Note: Sole Source means that the item/service is unique and 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: Guild Education

Contact Person: Chris Romer, Vice President of University and Strategic Partnerships

Address: 999 18th Street #2240 Denver, CO 80202

Telephone: 303-807-4595 Fax: __________ Email: chris@guildeducation.com

B. Describe in lay language, what the item/service is and how it is to be used in your area of research. (cont. P2)

Guild Education (Guild) is an intermediary between universities and employers, providing employers and their employees with in-house employee assistance programs and providing universities with access to pre-qualified and prospective students that are eligible for educational assistance from their employer. This would provide UF Online with a unique marketing onramp to working students that could stand to benefit from UF Online’s lower tuition prices and flexible program design.

C. What feature or special condition of this commodity/service is unique and cannot be obtained from any other source? (cont. P2)

The Guild Education (Guild) model is unique in its comprehensiveness and in its scope and size. Guild’s unique comprehensive model includes direct employee support for students seeking and embarking upon an academic program while remaining employed with their employer and receiving employer-based educational benefits. Specifically, Guild’s service is unique given that they offer access to companies and they provide brokering services for UF in dealing with all of these companies. Guild’s approach includes a unique, non-academic student support component.

D. Is this product being purchased directly from the manufacturer? Yes No

If No, is it available from more than one dealer? Yes No

If Yes, it is available from more than one dealer, why can this item not be bid? (cont. P2)

E. Prior to submitting this requisition, did you investigate other possible sources? Yes No

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? Yes No If No, justify the additional cost below.

Previously UF Online could not find any other vendor that could provide services of this scope, a firm that provides a brokerage listing for universities to work with a large number of prospective companies. The Guild employer relationships are in-depth, limited in number, and include extensive access to employees within the state of Florida and across the country, with a unique model of employee assistance in applying to college programs and persisting in them as working students through life coaching services.

F. Other Sole Source comments or explanations. (cont. P2)

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.

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<tr>
<th>DEPARTMENT APPROVAL</th>
<th>PURCHASING APPROVAL</th>
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<tr>
<td>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.</td>
<td>This acquisition is approved as a non-competitive purchase.</td>
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Principal Investigator’s Signature __________________________ Date 3/5/18

Purchasing Coordinator Signature __________________________ Date 3/6/18

Purchasing Authorized Signature __________________________ Date 3/6/18

FAILURE TO FILE A PROTEST IN ACCORDANCE WITH BOARD OF GOVERNORS (BOG) REGULATION 18.002 OR FAILURE TO POST THE BOND OR OTHER SECURITY AS REQUIRED IN THE BOG REGULATION 18.002 AND 18.003(3) SHALL CONSTITUTE A WAIVER OF PROTEST PROCEEDING.

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B. continued

Leveraging Guild’s unique employee services and their existing and expanding relationships with large employers in particular in the state of Florida, UF Online would reach new students in new ways using Guild’s services and employer relationships. Guild would prescreen students and assist them in the entire application process. UF Online would then determine whether or not the student was admitted.

C. continued

UF Online students enrolled through one of Guild’s employer-based programs would receive a new life coaching component currently not available or offered by the University and uniquely suited for online students that are working while pursuing their academics. Such a life coaching solution is of great interest to UF Online and it is likely to work very well for our online students in particular that must juggle competing and non-academic responsibilities while they pursue their UF Online program. Secondarily, Guild’s model is unique due to its size and breadth. Guild’s employer partners are diverse and large, cutting across the sectors of hospitality, healthcare and financial services and reaching over 2.1 million frontline employees. Through Guild’s network with Walmart, Lowe’s, Chipotle, DaVita Health Partners, Taco Bell, Discover Financial Services, and the Hospital Corporation of America, UF Online could directly reach thousands of working adults with our affordable and high quality education pathways.

D. continued

E. continued

F. continued