

Business Unit &amp; Req. #02140100

ECCN: \_\_\_\_\_

Total Amount: \_\_\_\_\_

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)(e)(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 Inc

Contact Person: Sarah Marks

Address: 370 17th Street Suite 300, Denver CO 80202

Telephone: 720-277-2173

Fax: \_\_\_\_\_

Email: sarah.marks@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 is an intermediary between universities and employers providing tuition assistance. Guild recruits, screens, and coaches potential applicants to UF Online, as well as facilitates payment to

C. What feature or special condition of this commodity/service is unique and cannot be obtained from any other source? Why are these features or special conditions important to the research? (cont. P2)

Guild Education is the only corporation providing these services for employees of Walmart, the Walt Disney Company, JP Morgan Chase, Target, Chipotle, and several other large employers, which makes them a unique supplier in the world of higher education. Guild also provides specialized non-academic

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.

Guild Education is the only corporation providing these services for these employers, student employees, and university partners. UF Online has not been able to find other vendors that provide the same level of specialized student services, granting access to employers here in the State of Florida and

F. What efforts have been made to obtain the best price possible? Why do you feel this price is fair and reasonable? (cont. P2)

UF negotiated a contract with Guild Education in 2018. This is an extension of the original contract, with some modifications. UF Online has researched and has not found a supplier providing similar (or equivalent) services with the same access to large national corporations. UF Online does not provide

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.

DEPARTMENT APPROVAL	PURCHASING APPROVAL
<p>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.</p> <p> 9/20/21 Principal Investigator's Signature Date</p>	<p>This acquisition is approved as a non-competitive purchase.</p> <p> 10/19/21 Purchasing Coordinator Signature Date</p>
<p>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.</p>	<p> 10/19/21 Purchasing Authorized Signature Date</p>

## Sole Source Certification (Continued)

Please use the following sections to continue documentation if needed.

B. continued

the University on their behalf. This provides UF Online with a unique marketing on-ramp and access to large corporations that work exclusively with Guild Education, and allows workers to benefit from UF Online's flexible model wherever they are, as well as from Guild's unique non-academic support services, from pre-screening applicants to life coaching and career coaching

C. continued

support to students, including career planning and coaching. This is a unique type of support not offered currently by UF that benefit these student workers tremendously. UF Online has not found another vendor providing the same scope of services with a similar employer portfolio.

D. continued

E. continued

around the country.

F. continued

compensation to Guild for Florida residents at this time.