

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: 3/27/24

ITEM(S): Subscription to Higher Education Solutions - Custom Research Queue

PRICE: \$ 178500 FUND #: 22000

SUPPLIER ID: 0000098021 REQUISITION#: _____

SUPPLIER NAME: Hanover Research

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:

Hanover Research provides high quality, custom research and analytics through a cost-effective model that helps clients in the corporate, education, and healthcare sectors make informed decisions, identify and seize opportunities, and heighten their effectiveness.

Hanover provides unlimited access to customizable research and technology solutions for an annual fixed fee. Higher education leaders can ask any question and have a variety of approaches to gather feedback, analyze data and identify best practices.

Hanover helps educational institutions tackle challenges across every department, amplifying individual efforts with their tried and tested suite of solutions.

For Undergraduate Studies, their service will assist in analyzing the market for transfer student support services to enhance transfer student success initiatives and increase enrollment for USF

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).

Hanover Research has developed their own proprietary methods for solutions to education clients specific needs.

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.

Undergraduate Studies leadership could not find comparable companies that provided like services. Leadership also considered Hanover's current client list which consisted of multiple prestigious universities.

Clifton James 6/11/2024

Approved By (Procurement)

DATE

START 6/11/2024 END 6/14/2024

PUBLIC POSTING DATES

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

Last Modified: 05/10/2021

OFFICE OF THE UNIVERSITY CONTROLLER, PROCUREMENT SERVICES

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