

Sole Source Certification# 2228

Posted 6/7/22; 2:16PM

Expires 6/10/22; 2:16PM

Approval Signatures are in the email thread attached to this packet



## SOLE SOURCE CERTIFICATE AND POSTING NOTICE

A sole source procurement is when you make a request to purchase product(s) and/or service(s) without competition when competition is otherwise required. This means that product/service is unique and that the supplier is the only supplier that can provide the product or service. In accordance with the authority granted under applicable Florida law and UCF Regulation 7.130, the following documentation is submitted in support of this request.

The purchase requisition can be entered into UCF Financials at any point during the process set forth herein; however, doing so does not ensure approval of the sole source.

The completed sole source must be approved in the following order. **Please be sure to obtain all required signatures before submitting the form to Procurement Services.**

- PI/Researcher/Director/Chair
- President/Vice President/Dean
- Procurement Specialist
- Procurement Services Associate Director
- Assistant Vice President for Tax, Payables & Procurement, who will review and provide a recommendation to approve or disapprove the sole source to:
- Chief Financial Officer, who will either directly approve or disapprove the sole source, or forward it to the Provost and Executive Vice President for goods/services related to academia for input prior to making the final decision.

Contingent upon the approval of all the officers/individuals listed, the sole source shall be posted on the UCF Procurement Services website for seventy-two (72) business hours. Upon expiration of said posting period, Procurement Services will process a purchase order upon receipt of the requisition.

Once the completed sole source is received, Procurement Services reviews the documentation provided and determines whether the sole source is valid or if there are additional suppliers that may be able to provide the requested product or service. The sole source review and approval process varies based on the nature of the product/service being requested and the information provided in the requestor's justification, among other factors, so please keep this in mind when submitting the form.

**The usual bidding process shall be conducted if sole source approval is not granted.**

**PART I: DEPARTMENT AND SUPPLIER INFORMATION**

Department Name: \_\_\_\_\_

Contact & Phone: \_\_\_\_\_

Purchase Request No.: \_\_\_\_\_

Product/Service Cost: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Product and/or Service: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State and Zip: \_\_\_\_\_

**PART II: SOLE SOURCE JUSTIFICATION (see pages 4-5)**

**Only justifications submitted on this form and in the below format will be reviewed for approval. All of the below listed points MUST be fully answered on the following pages and any additional attached pages as needed. Failure to submit justification as outlined in the format below will result in the form being returned without review.**

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.
2. State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.
3. State why the product(s) and/or service(s) are available from only one source and how that determination was made. Explain the research conducted to support this claim.
4. Provide an explanation to support the belief that the price is fair and reasonable.

**PART III: SOLE SOURCE CERTIFICATIONS**

- A. In my professional opinion, this is the only product or service that can reasonably meet my requirement(s)/specification(s), and this is the only supplier who can provide the product or service. I further certify that the information contained herein is true and correct to the best of my knowledge and belief and would withstand any audit or supplier protest.
- B. I, the undersigned, certify that I and/or the user do not have a financial interest in the above named supplier or contractor, and that I am unaware of any conflict of interest related to this purchase.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name and Title (PI/Researcher/Director/Chair)**

\_\_\_\_\_  
**Date**

I, the undersigned, hereby concur with the above justification and authorize the acquisition of the above product(s) and/or service(s) on a sole source basis.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name and Title (President/Vice President/Dean)**

\_\_\_\_\_  
**Date**

(Delegations not allowed; emails from absent approvers are acceptable)

I, the undersigned, hereby concur with the above justification and support a sole source approval for the above product(s) and/or service(s).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name and Title (Procurement Specialist)**

\_\_\_\_\_  
**Date**

I, the undersigned, hereby concur with the above justification and support the acquisition of the above product(s) and/or service(s) on a sole source basis.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name and Title  
(Procurement Services Associate Director)**

\_\_\_\_\_  
**Date**

I, the undersigned, hereby concur with the above justification and authorize the acquisition of the above product(s) and/or service(s) on a sole source basis.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name and Title  
(Asst. Vice President for Tax, Payables & Procurement)**

\_\_\_\_\_  
**Date**

I, the undersigned, hereby concur with the above justification and authorize the acquisition of the above product(s) and/or service(s) on a sole source basis.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name and Title (Chief Financial Officer)**

\_\_\_\_\_  
**Date**

**POSTING NOTICE**

\_\_\_\_\_  
**Date/Time Posted**

\_\_\_\_\_  
**Posting End Date**

\_\_\_\_\_  
**UCF Control No.**

\_\_\_\_\_  
**Procurement Specialist**

**SOLE SOURCE JUSTIFICATION**

Please answer the questions below and attach additional documentation if needed.

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.

2. State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.

**SOLE SOURCE JUSTIFICATION**

3. State why the product(s) and/or service(s) are available from only one source and how that determination was made. Explain the research conducted to support this claim.

4. Provide an explanation to support the belief that the price is fair and reasonable.

**From:** [Gerald Hector](#)  
**To:** [Joel Levenson](#)  
**Cc:** [Brian Sargent](#); [Trinh Nguyen](#)  
**Subject:** Re: Updated sole source form for req # 507402 (Siemens URGENT PO Request)  
**Date:** Tuesday, June 7, 2022 1:46:33 PM

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Joel:

I approve.

Regards,

Gerald.

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**From:** Joel Levenson <Joel.Levenson@ucf.edu>  
**Sent:** Tuesday, June 7, 2022 6:14 AM  
**To:** Gerald Hector <Gerald.Hector@ucf.edu>  
**Cc:** Brian Sargent <Brian.Sargent@ucf.edu>; Trinh Nguyen <Trinh.Nguyen@ucf.edu>  
**Subject:** FW: Updated sole source form for req # 507402 (Siemens URGENT PO Request)

Good morning Gerald,

I support this sole source as well. The product being purchased is a micro-grid, designed to assist with various utility needs for the Research 1 building. The R1 building is already fitted with a automation system built by Siemens, the microgrid connections to that system are unique and can not be provided by another supplier. Additionally, research into other suppliers (Microsoft, IBM) shows that the alternative products do not meet the UCF needs.

If you agree, reply all and indicate as such. If you have additional questions, let us know.

Thank you,

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**From:** Brian Sargent <Brian.Sargent@ucf.edu>  
**Sent:** Monday, June 6, 2022 10:31 AM  
**To:** Joel Levenson <Joel.Levenson@ucf.edu>  
**Cc:** Trinh Nguyen <Trinh.Nguyen@ucf.edu>  
**Subject:** FW: Updated sole source form for req # 507402 (Siemens URGENT PO Request)

Good morning Joel,

I support this sole source to Siemens to develop a “digital twin platform” in the Research 1 building.

The digital twin is closely tied to systems and solutions that exist in a building and can include any

building automation systems/HVAC, security, vertical lift, electrical, plumbing, fire alarm, lighting, access control, parking systems, and many more. The existing building automation system that operates the Research 1 building is a Siemens system.

Please approve/disapprove. If approved, it should be noted that for this to hit this FY the sole source would need to be fully approved by end of day tomorrow to allow for the 72 hour protest period.

Thanks,

Brian

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**From:** Zhihua Qu <[qu@ucf.edu](mailto:qu@ucf.edu)>

**Sent:** Thursday, June 2, 2022 5:39 PM

**To:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>; Procurement Services <[Procurement@ucf.edu](mailto:Procurement@ucf.edu)>

**Cc:** Giji Skaria <[Giji.Skaria@ucf.edu](mailto:Giji.Skaria@ucf.edu)>; Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>; Jillian Stafford <[Jillian.Stafford@ucf.edu](mailto:Jillian.Stafford@ucf.edu)>; Reyner Martinez <[Reyner.Martinez@ucf.edu](mailto:Reyner.Martinez@ucf.edu)>; Alex Parlato <[Alex.Parlato@ucf.edu](mailto:Alex.Parlato@ucf.edu)>

**Subject:** Updated sole source form for req # 507402 (Siemens URGENT PO Request)

Good afternoon Brian,

Knowing your schedule, Alex and I updated the sole source form today. Please find the attached and let us know if more information is needed.

Dear procurement staff,

Could you please review the attached form and let us know if any further information is needed. Since Brian is out of office Friday, we would greatly appreciate if you can take immediate action to have it reviewed and approved by all levels (up to CFP). Below is what Brian said earlier today:

If approved, sole source certifications must be publicly noticed for a 72 hour protest period which means the SS would need to be approved at all levels (up to the CFO, Gerald Hector) no later than Tuesday, 6/7 in order for the PO to be approved by the cut-off of 6/10.

Thanks,

Zhihua

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**From:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>

**Sent:** Wednesday, June 1, 2022 4:27 PM



**To:** Reyner Martinez <[Reyner.Martinez@ucf.edu](mailto:Reyner.Martinez@ucf.edu)>; Jillian Stafford <[Jillian.Stafford@ucf.edu](mailto:Jillian.Stafford@ucf.edu)>; Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>; Zihua Qu <[qu@ucf.edu](mailto:qu@ucf.edu)>  
**Cc:** Giji Skaria <[Giji.Skaria@ucf.edu](mailto:Giji.Skaria@ucf.edu)>  
**Subject:** RE: Dr. Qu for Siemens URGENT PO Request from Academic Excellence Strategic Funds

Correct the req is already in the system. # 507402

Brian

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**From:** Reyner Martinez <[Reyner.Martinez@ucf.edu](mailto:Reyner.Martinez@ucf.edu)>  
**Sent:** Wednesday, June 1, 2022 4:23 PM  
**To:** Jillian Stafford <[Jillian.Stafford@ucf.edu](mailto:Jillian.Stafford@ucf.edu)>; Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>; Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>; Zihua Qu <[qu@ucf.edu](mailto:qu@ucf.edu)>  
**Cc:** Giji Skaria <[Giji.Skaria@ucf.edu](mailto:Giji.Skaria@ucf.edu)>  
**Subject:** RE: Dr. Qu for Siemens URGENT PO Request from Academic Excellence Strategic Funds

Good afternoon

Jillian the requisition was already submitted

Dr. Qu please review Brian questions regarding the Sole Source. I will CC Giji too but I know he is on vacation

Thank you

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**From:** Jillian Stafford <[Jillian.Stafford@ucf.edu](mailto:Jillian.Stafford@ucf.edu)>  
**Sent:** Wednesday, June 1, 2022 4:22 PM  
**To:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>; Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>  
**Cc:** Reyner Martinez <[Reyner.Martinez@ucf.edu](mailto:Reyner.Martinez@ucf.edu)>  
**Subject:** RE: Dr. Qu for Siemens URGENT PO Request from Academic Excellence Strategic Funds

Hi Brian,

Can Reyner submit the req today and then we get you the Sole Source info tomorrow? That way we meet the req deadline but still give us a bit more time on the form?

Thanks,

Jill

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**From:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>

**Sent:** Wednesday, June 1, 2022 4:20 PM

**To:** Jillian Stafford <[Jillian.Stafford@ucf.edu](mailto:Jillian.Stafford@ucf.edu)>; Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>

**Cc:** Reyner Martinez <[Reyner.Martinez@ucf.edu](mailto:Reyner.Martinez@ucf.edu)>

**Subject:** RE: Dr. Qu for Siemens URGENT PO Request from Academic Excellence Strategic Funds

Hi Jill,

No worries about the name typo. I've been called worse! Today is the deadline for submitting requisitions. We have until 6/10 to issue the PO, so there is still time. However, the sole source document that was submitted with the req is missing sufficient detail in #2, 3 and 4. Its also not clear if/why Siemens is the only source for a Digital Twin. I did a quick web search and it looks like IBM, Microsoft, etc. also make Digital Twins. Please see below.

**2. State why only this and no other products/services will satisfy the departments requirements:**

The Siemens digital twin layers available to be included are closely tied to systems and solutions that exist in a building and can include any building automation systems/HVAC, security, vertical lift, electrical, plumbing, fire alarm, lighting, access control, parking systems, and many more. – Can you add detail as to why only the Siemens product can be tied closely to the existing systems in the building? Is there a proprietary relationship here?

**3. State why the product(s) and/or service(s) are available from only one source and how that determination was made. Explain the research conducted to support this claim.**

The academic excellence proposal funded identified the digital twin from Siemens – Need more detail as to why Siemens is the only source for this. Also, what research was done to conclude they are the only source.

**4. Provide an explanation to support the belief that the price is fair and reasonable.**

Siemens provides the best price for this digital twin. – How do you know they offer the best price. Also, this statement indicates that there are sources other than Siemens for the Digital Twin.

Regards,

Brian

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**From:** Jillian Stafford <[Jillian.Stafford@ucf.edu](mailto:Jillian.Stafford@ucf.edu)>

**Sent:** Wednesday, June 1, 2022 3:50 PM

**To:** Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>; Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>

**Cc:** Reyner Martinez <[Reyner.Martinez@ucf.edu](mailto:Reyner.Martinez@ucf.edu)>

**Subject:** Dr. Qu for Siemens URGENT PO Request from Academic Excellence Strategic Funds

Good Afternoon Joel and Bryant,

Dr. Qu called requesting I contact you both. As today is the last day to request a PO, we are hoping you can approve our request. Dr. Qu was given funds via the Academic Excellence Strategic Funds. This funds must be (at least) encumbered by 6/30. Dr. Qu has a relationship with Siemens who has provided a quote for us. Siemens is the only source we are able to obtain the hardware from specific to the devices located in Research 1. Not only are they the only source, due to our long standing relationship with them, they have given us a generous discount. Can you please approve the PO today? Dr. Qu is happy to still post the bid for 10 days but is confident that no other companies can bid or come in close to what Siemens is offering. This is why we are requesting that the PO be issued today. Is this something you can please expedite in the next hour? I believe Reyner has send over all documents pertaining to this on a separate thread.

Thanks,

Jill

Jillian Stafford  
College of Engineering & Computer Science  
407-823-6813  
[Jillian.Stafford@ucf.edu](mailto:Jillian.Stafford@ucf.edu)