

**SOLE-SOURCE DETERMINATION AND JUSTIFICATION  
FOR SUPPLIES AND SERVICES  
No. REQ-52500-00024540**

**Designated Procurement Officer:** Derek Dizney, Interim DPO

**Agency:** Higher Education Coordinating Commission

**Date:** April 26, 2022

**Re:** Sole Source Determination pursuant to Oregon Revised Statute (ORS) 279B.075 and Oregon Administrative Rule (OAR) 125-247-0275

**1. Authority to enter into a Sole-Source Contract:** OAR 125-246-0170(2)(c)(H)

**2. Estimated Total Value of Contract:** Approximately \$40,000 total.

**3. Subject of Contract:** Adult Basic Skills Education Summit 2022

**4. Background:**

HECC intends to enter into a contract within seven days with the Salem Convention Center and the Grand Hotel, contracting with The Salem Group Conference Center Company, LLC, d.b.a. The Salem Convention Center, and The Salem Group, LLC d.b.a. The Grand Hotel, respectively.

This sole source justification applies to the rental of the facility space, hotel rooms, catering, and audio-visual equipment for the 2022 ABS Education Summit.

HECC is utilizing this procurement method because no other venue in Salem, Oregon can meet the agency's needs for space and hotel rooms. Those requirements include:

- Located in Salem, Oregon
- One plenary/eating room large enough to fit 300-400 attendees seated at 72" rounds (tables)
- 4-6 breakout rooms that fit >50 people set up in classroom style
- Hotel rooms for onsite attendees

**5. Findings:**

Pursuant to ORS 279B.075 and OAR 125-247-0275, HECC has determined that only one facility in Salem, Oregon meets the specifications required to host the ABS Education Summit 2022.

**A. Market Research Overall Finding.**

The program and procurement conducted research options available in Salem, Oregon for the ABS Education Summit 2022. Two venues emerged as possibly viable.

**Salem Convention Center and Grant Hotel**

Meets all of the above required specifications.

**Holiday Inn**

This facility meets all of the requirements except for a sufficient number of breakout rooms large enough to set up classroom style to meet HECC’s needs. Please see the attached verification.

**And**

**B. Findings of Fact pursuant to ORS 279B.075(2)(d) and OAR 125-247-0275(2):**

HECC has determined that there are other findings that support the conclusion that Supplies and Services are available from only one source may include but are not limited to considerations of: unique design, availability, geographic location, exclusive authorized representative, cost of conversion, and warranty services.









Approved By:  Date: 4/26/2022  
Derek Disney, Interim Procurement Manager



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Event Room	 Boardroom Style	 Hollow Square Style	 U-shape Style	 Classroom Style	 Banquet Style	 Reception Style	 Theatre Style	 Cabaret Style
Crater Lake	60	110	100	175	150	450	250	75
Lost Lake	40	70	60	100	150	200	200	75
Klamath Lake	30	60	50	80	55	150	120	
Board Room			15					
Diamond Lake	30	30	25	60	75	150	100	40
Trillium Lake	30	30	25	60	75	150	100	40
Clear Lake	15	25	20	35	50	70	65	25
Waldo Lake	15	25	20	35	50	70	65	25
Detroit Lake	15	25	20	35	50	70	50	25
Conference Center	110	120	100	400	400	700	500	200