

**SOLE-SOURCE DETERMINATION AND JUSTIFICATION
FOR SUPPLIES AND SERVICES
No. REQ-52500-0002958**

Designated Procurement Officer: Derek Dizney, DPO

Agency: Higher Education Coordinating Commission

Date: June 12, 2023

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 2023.

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 2023 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: Derek Dizney 6/12/2023
Derek Dizney, Procurement Manager Date:

Meeting Room						
	Maximum Capacity	U-Shape	Banquet Rounds	Cocktail Rounds	Theater	Classroom
Lost Lake View details	200	60	150	-	200	100
Conference Center View details	20,100	100	300	700	750	400
Crater Lake View details	250	100	150	-	250	175
Detroit Lake View details	50	20	50	-	50	35
Waldo Lake View details	65	20	50	-	65	35
Trillium Lake View details	100	25	75	-	100	60
Diamond Lake View details	100	25	75	-	100	60
Clear Lake View details	65	20	50	-	65	35
Klamath Lake View details	120	50	55	-	120	80
Trillium Lake View details	100	25	75	-	100	60