

**SOLE-SOURCE DETERMINATION AND JUSTIFICATION
FOR SUPPLIES AND SERVICES
No. REQ: 52500-00072691**

Designated Procurement Officer: Derek Dizney, DPO

Agency: Higher Education Coordinating Commission

Date: April 24, 2024

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 \$97,000.00 total.

3. Subject of Contract: 2024 Oregon Talent Summit

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 2024 Oregon Talent 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 400-500 attendees seated at 72" rounds (tables)
- 4-6 breakout rooms that fit >100 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 2024 Oregon Talent Summit. Two venues emerged as possibly viable.

Salem Convention Center and Grant Hotel

Meets all 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* 4/24/2024
Derek Dizney, Procurement Manager Date:

Chart displays number of guests per room layout.

Event Room Name	Banquet	Conference	Square	Reception	School Room	Theatre	U-Shape
Holman Ballroom <i>Square Feet: 1,160</i>	75	40	32	80	50	100	28
Jesse Quinn Thornton Drawing Room <i>Square Feet: 984</i>	0	8	0	40	0	0	0
E. Lord Hospitality Suite <i>Square Feet: 630</i>	0	8	0	20	0	0	0
E. Schryver Hospitality Suite <i>Square Feet: 630</i>	0	8	0	20	0	0	0
Duerksen Room <i>Square Feet: 460</i>	18	8	8	32	12	20	10
Willson Room <i>Square Feet: 400</i>	24	8	8	24	12	16	10
Joseph Holman Board Room <i>Square Feet: 330</i>	0	14	0	0	0	0	0
Purvine Room <i>Square Feet: 300</i>	12	8	8	16	8	12	10