

**SOLE-SOURCE DETERMINATION AND JUSTIFICATION  
FOR SUPPLIES AND SERVICES  
Oregon Buys #: S-52500-00010396**

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

**Agency:** Higher Education Coordinating Commission

**Date:** May 13, 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 \$40,000 total.

**3. Subject of Contract:** Adult Basic Skills Education Summit 2024.

**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 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 2024 ABS Education Summit.

**A. Market Research Overall Finding.**

The program and procurement conducted research options available in Salem, Oregon for the 2024 ABS Education Summit. 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 below 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* 5/13/2024  
Derek Dizney, Procurement Manager Date:

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