

SOLE SOURCE JUSTIFICATION

A waiver from the competitive solicitation process may be granted when based upon operational compatibility with existing equipment, strong technological grounds, a unique and cost-effective feature requirement, or when it is clearly in the State's best interest.

1.) **Contract Amount:** \$

2.) **Requested Supplier:**

3.) Description of Item/Service:

Ellucian Managed Services and consulting for functional, technical and data upgrade of existing Banner ERP/CRM/HCM and SIS systems from version 8 to version 9 Self Service Banner (SSB).

4.) Establish the reasons The Citadel absolutely requires this specific Item/Service and the unique benefits that will be realized:

The Citadel has contracted with Ellucian for their Banner product portfolio including ERP, SIS, HCM and CRM components since 2008 via a State of SC awarded contract.

The Citadel would like to contract with Ellucian to provide advisory services from Ellucian badged employees for implementation, advisement and technical guidance in upgrading from version 8 to version 9 for Self Service Banner (SSB) in order to optimize the data and reporting capabilities currently in these systems.

Benefits to the College include: Ellucian primary source engineers, data scientists and programmers to help guide the college on the best practices endorsed by Ellucian. Optimization of data and data reporting, clean up of existing data and database tables,

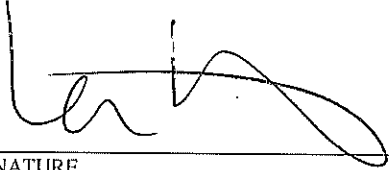
5.) Explanation as to why no other supplier can offer a comparable Item/Service:

Ellucian has the Subject Matter Experts (SME) and the source code programmers/engineers to properly guide and execute solutions for their copyrighted applications.

Right to Protest: If you are aggrieved in connection with the intended award of this project you may be entitled to protest, but only as provided in Section 11-35-420 (1) South Carolina Code of Laws. Any intent to protest or actual protest must be submitted in writing to the Chief Procurement Officer, Materials Management Office (a) via email to protest-mmo@mmo.sc.gov or (b) vis USPS or any other carrier to 1201 Main St., Suite 600, Columbia, SC 29201

I hereby certify that the above information is accurate and request that a waiver from the State mandated bidding process be approved for the procurement of the above stated equipment, commodity, or service.

Based on the determination above, the proposed procurement action described is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.



SIGNATURE

09/08/2023

DATE

Leonard Niebo

PRINT NAME OF DEPARTMENT HEAD

CIO/ITS

DEPARTMENT

FOR PROCUREMENT SERVICES USE ONLY

APPROVED BY:

Director of Procurement Services

DATE:

APPROVED BY:

VP Finance & Business

DATE:

*VPFB signature only required for requests over \$100,000

GUIDANCE:

Section 3; Provide a description of the item or service being requested with sufficient detail so that it is clear to the reviewer of this form what is being sought and the purpose it serves.

Section 4; Detail the specifics about the item or service and explain how it is uniquely positioned to meet the need at The Citadel. This section should address the role that will be played by the item/service and how it is positioned to be the only option that will work in this scenario. Factual evidence must be presented to substantiate why this is the sole item/service that will work.

Section 5; Cite the reasons why alternatives would not be acceptable and how comparable products or services from other suppliers could not meet the need. Also, include details about the market research that was performed to substantiate the sole source request. Detail the specific, quantifiable facts as to why this type of item/service cannot be purchased from any other supplier.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.