

**Sole Source
Written Determination**

Agency Identification: The Citadel

Description of the agency need that this procurement fulfills: *(See instructions on last page for guidance)*

Current BIOPAC data acquisition units (MP36E) for biology labs are not compatible with Windows 11 and need to be replaced. The current units were purchased in 2008 as part of the BIOPAC Student Lab system which includes proprietary hardware, software, and curriculum materials designed for use in undergraduate labs.

Describe the Market Based on Research Performed: *(See instructions on last page for guidance)*

The BIOPAC MP36 unit is a proprietary data acquisition unit designed primarily for educational and research purposes in physiology, biology, psychology, and biomedical engineering. It is part of a closed ecosystem, meaning it's specifically designed to be compatible with BIOPAC Student Lab software and hardware components. There are no third-party data acquisition units compatible with BIOPAC's hardware and software systems.

Sole Source Vendor Name: BIOPAC Systems, Inc.

Based upon the following determination, Agency proposes to acquire the supplies, construction, information technology, and/or services described herein from the vendor named above per SC Code Ann § 11-35-1560 and SC Regulation 19-445.2105, Sole Source Procurement.

Description of supplies, construction, information technology, and/or services vendor will provide under the contract: *(See instructions on last page for guidance.)*

The vendor will provide upgrades to six of our current MP36 units that will allow for compatibility with both Windows 11 and our existing BIOPAC hardware and software components.

Explain why the described solution is the only solution that meets the agency's need and how no other identified solutions were sufficient. *(See instructions on last page for guidance)*

BIOPAC Student Lab uses specific sensors and connectors, signal processing protocols, and software integration. The Citadel previously purchased all of these BIOPAC components as a package in 2008 which included the current MP36 data acquisition units. The 7-year old computers in the lab are in the process of being replaced and will need to use the Windows 11 operating system. The current BIOPAC MP36 data acquisition units are not compatible with Windows 11. As a result, the current MP36 units need to be upgraded. Given the proprietary nature of the software and hardware components associated with the BIOPAC Student Lab, the only feasible solution is to purchase the upgraded MP36 units through BIOPAC.

Note: *Determination is not complete without required signatures and dates*

Required Signatures:

Prepared by: John Weinstein Date: 05 / 19 / 2025

Printed Name: John E. Weinstein Title: Professor

Approved by: _____ Approval Date: ____/____/____

Printed Name: Enter Authorized Approver Name Title: Enter Authorized Approver Title

The last page contains instructions and is not required to be retained.

**Sole Source
Written Determination - Instructions**

Agency Identification: *(Provide Agency and Number)*

Description of the agency need that this procurement fulfills:

(Do not describe the vendor solution that meets the agency's need. This is often accomplished best by describing the problem the agency is trying to solve.)

Describe the Market Based on Research Performed: *(Enter a description of the market based on research you performed for this procurement including such things as commercially available off the shelf products, vendors providing solutions in the market space, barriers to entry to the market space, benefits and types of customized solutions and how and by whom those solutions are provided.*

- *How were the specifications or scope of work developed?*
- *Will the product be obtained from a third-party vendor or reseller, or the manufacturer?*
- *Will the reseller assist or consult in the implementation?*
- *Length of time and place of delivery?*
- *What types of warranties or other performance guarantees are available in the market?*
- *How and by whom will training be provided?*

Document and retain market research in the procurement workpaper file.)

Sole Source Vendor Name: *(Provide Vendor Legal and dba Name)*

Based upon the following determination, Agency proposes to acquire the supplies, construction, information technology, and/or services described herein from the vendor named above per SC Code Ann § 11-35-1560 and SC Regulation 19-445.2105, Sole Source Procurement.

Description of supplies, construction, information technology, and/or services vendor will provide under the contract: *(Provide a description of the product(s) and/or service(s) identified that will meet the agency's need.)*

Explain why the described solution is the only solution that meets the agency's need and how no other identified solutions were sufficient. *(Provide an informed, objective explanation for the sole source procurement method, including the agency's factual grounds and reasoning as supported by the agency's market research. The agency's explanation should be based on its own conclusions supported by its description of the market space.*

- *Vendor assertions of product differentiation or availability may be obtained as part of market research and are valuable information in the agency's assessment of available solutions, but are not, by themselves, sufficient justification for a sole source determination.*
- *Please do not cut and paste vendor claims, content, or literature in this space.*

Recommend this section be pasted into the required public notice of intent to award without competition.)

Notes:

Authorized Approver signature is the agency head unless the agency head has delegated that authority in writing to someone above the level of procurement officer and provided written notification the MMO.

Approval Date: Sole Source Determinations are required to be approved **prior to contract execution**. The approver should hand write the date at the time of approval.

Drug Free Workplace Act: The agency must obtain a DFWA certification from the vendor if the sole source procurement is \$50,000 or greater.

Cost or Pricing Data must be addressed and documented in the file for any sole source procurement exceeding \$500,000