

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:

This purchase will provide 500 licenses for the Cloverleaf system of 10 validated assessments and an automated personalized coaching system for MS Leadership students and faculty and staff associated with the program and the Krause School of Leadership. Cloverleaf is a technology company that provides validated behavioral and strength-based assessments with automated coaching.

Contract for one year with four options to renew.

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

MS in Leadership students will use and reflect upon their assessment results and coaching tips in each required class. The assessment assignments will support the program learning outcome:

- Conduct leadership self-appraisal, reflecting on strengths and weaknesses and ways to improve.

Cloverleaf can be used in every required class where different assessments will reinforce the course content and support the program learning outcome for leadership self-appraisal.

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

Cloverleaf holds the trademark for the Automated Coaching™ coaching system that "provides coaching where you want it and when you need it most. It provides coaching tips through your workplace tools like email, slack, and MS Teams or coaching tips relevant to the meetings on your calendars. It also includes features like the Insight Search tool on your My Dashboard that allows you to search for and receive contextually relevant coaching on any topic. It's highly personalized, flexible to your needs, and incredibly accurate, with the central goal of you doing your best work with the people you depend on." There is no other company that has validated assessments and provides this trademarked individualized automated coaching.


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

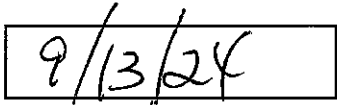
(a) via email to protest-mmo@mmo.sc.gov or


(b) vis USPS or any other carrier to 1201 Main St., Suite 600, Columbia, SC 29201

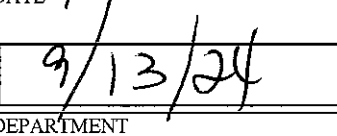
I hereby certify that the above information is accurate and request that a waiver from the State mandated bidding process be approved for the procurement of the above stated equipment, commodity, or service.

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


DATE


PRINT NAME OF DEPARTMENT HEAD


DEPARTMENT

FOR PROCUREMENT SERVICES USE ONLY

APPROVED BY: _____ DATE: _____
Director of Procurement Services

APPROVED BY: _____ DATE: _____
VP Finance & Business

*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.