

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:\$ 15,930.00

2.) Requested Supplier: 303 Washington Blvd, Suite 1000, Arlington, VA 22201

3.) Description of Item/Service:

Common App is a non-profit membership organization representing almost 1000 diverse institutions of higher education. The Common App connect applicants and those who support them to a wide array of colleges and universities across all 50 U.S. states, and 20 countries.

Each year, more than one million students apply to college through the common app. This national non-profit connects schools like The Citadel to a wide and diverse applicant pool. In addition, it will assist in:

Lowering the logistical and systemic barriers to college access
Supporting those who support students (guidance counselors, parents, etc) with toolkit and information
Serving a diverse group of students and institutions
Leveraging data and insight to inform our member institutions

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

As the population of college going students seeking a four-year, residential experience, The Citadel requires the ability to reach prospective students to generate qualified cadet applicants on a number of fronts. The common app will quickly reach a million students, giving us the opportunity to reach out to students who may not have thought about applying previously. In addition, it puts us in front of the national guidance counselor community. The common app integrates with our existing application, giving students and their guidance counselors the ability to apply easily to the corps of cadets.

The Common application system is nation-wide. The Common Application offers students the ability to complete one application and essay and send it to multiple member schools, as opposed to having to complete each individual college's application.

More than 5.6 million applications submitted through Common App.
More than 25 million recommendations submitted on behalf of students.
More than 1.1 million unique applicants -- a third of whom are first-generation -- from more than 200 countries and territories.

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

The common app is a sole provider of the ability to reach the application pool we seek with the ability to generate applications among HS students. There is only one other non-profit organization like the common app who operates at a different level: The coalition app. The pool of students who use the coalition app is more specific. The Citadel is not eligible to become members of the coalition.

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.

Kelly Brennan
SIGNATURE

8-3-2022
DATE

Kelly Brennan
PRINT NAME OF DEPARTMENT HEAD

Enrollment Mgmt
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.