

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: \$ 120,300.00

2.) Requested Supplier: EMS Software

3.) Description of Item/Service:

EMS Campus Maintenance/EMS Master Calendar Maintenance

This is The Citadel's scheduling software for space management/classroom assignments and the Master Calendar.

The Citadel seeks a one year agreement, with four one year options to renew.

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

Without such support, The Citadel's scheduling system runs a risk that could affect academic classes and events.

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

EMS Campus is proprietary software licensed for use to The Citadel. Outside vendors can not provide the upgrade/support to this software.

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) via 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.

Jeremy Mackey Digitally signed by Jeremy Mackey
Date: 2022.08.17 17:33:31 -04'00'

SIGNATURE

8/17/22

DATE


Amy Orr

PRINT NAME OF DEPARTMENT HEAD


Auxiliary Services

DEPARTMENT

FOR PROCUREMENT SERVICES USE ONLY

APPROVED BY: 
Director of Procurement Services

DATE: August 29, 2022

APPROVED BY: 
VP Finance & Business

DATE: 8/29/2022

*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.

Rev 06/2020

PROTESTS: Any actual or prospective bidder, offeror, contractor, or subcontractor aggrieved in connection with the intended award or award of this sole source contract, shall notify the appropriate Chief Procurement officer in writing of its intent to protest within five (5) business days of the date this notice is posted. Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of this sole source contract and has timely notified the appropriate chief procurement officer of its intent to protest, may protest to the appropriate chief procurement officer in the manner set forth below within fifteen days of the date this notice is posted; except that a matter that could have been raised as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract. A protest must be in writing, filed with the appropriate chief procurement officer, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. The protest must be received by the appropriate chief procurement officer within the time provided above. Days are calculated as provided in S.C. Code Ann. §11-35-310(13). Any notice of intent to protest and protest must be addressed to the chief procurement officer: Materials Management Officer (a) by email to:Protest-MMO@mimo.sc.gov