



Procurement Services  
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## Intent to Sole Source

**Notice Date: Friday, June 2, 2023**

**Description:** The Citadel intends to make a purchase without competition on the basis of a sole source in accordance with SC Consolidated Procurement Code (11-35-1560) from Richard Kelly who will serve in the role as interim Chief Finance Officer (CFO) and advisor to The Citadel. The consultant will continue to advise and assist the contracted CFO.

The Citadel is in the process of hiring a permanent CFO. Rick Kelly worked closely with all Financial Services units as well as the Provost's Office in previous analysis and completion of financial projects. This consultant has been a key player working with the internal team to streamline operations and identify areas to cut costs further and increase efficiencies. The savings and efficiencies attained through his previous project work allowed The Citadel to save funding in the short term and remain strong and viable in the long term.

There are no other consultants who could perform this service due to lack of experience and understanding of the Citadel's operations. However, Rick Kelly has been on campus and working directly with Citadel departments in the past, and is intricately involved with the culture and operating dynamics across campus. He is deeply involved with multiple departments and assisting on efficiency projects with each of them. Hiring any other consultant would mean starting from square one as they would have to learn the culture on campus, and get up to speed on the current status of several project aspects. This would not only be cause for a major delay in timing, but would also be a considerable increase in expenses since the extra time required to get up to speed would add considerably to the billable hours. Additionally, the existing CFO would be separated prior to any other consultant getting on campus and having a chance to do a knowledge transfer. Rick Kelly allows The Citadel to leverage his previous experience with minimal knowledge transfer due to his prior involvement on the campus. No one else could do this or fulfill the CFO role under the current conditions. He also has prior CFO experience in public higher education in SC. He has actual work in financial services and budgeting at The Citadel in the last three years, and deep knowledge of The Citadel – at least one year working at The Citadel as a consultant, and the ability to be an interim CFO.

**Awarded To: Richard Kelly, Independent Consultant**  
**Award Total: To be charged based on hours worked up to a total amount not to exceed \$99,750.00**

**Right to Protest:** If you are aggrieved in connection with the intended award of a contract pursuant to Section 11-35-1560, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest an award, you must (i) submit to the appropriate Chief Procurement Officer, in writing, your intent to protest within seven (7) business days of the date that notification of intent to award is posted, and (ii) submit your actual protest within fifteen (15) days of the date that notification of intent to award is posted in accordance with this code. Days are calculated as provided in Section 11-35-310(13). Both the notice of intent to protest and the actual protest must be in writing and filed with the appropriate Chief Procurement Officer within the time provided, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

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](mailto:protest-mmo@mmo.sc.gov), or  
(b) via USPS or any other carrier to 1201 Main Street, Suite 600, Columbia, SC 29201

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