

**Sole Source  
Written Determination**

**Agency Identification:** The Citadel (H09)

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

The Citadel requires a campus wide on-line learning platform. The estimated 5-year cost is \$150,000.00.

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

Several vendors were researched; however, the LinkedIn Learning Platform is the only platform that allows newly acquired credentials to be added automatically to a user's LinkedIn profile and allows employers, schools and other organizations to validate newly added user credentials. End users can pair their LinkedIn Learning profile with their LinkedIn.com profile, allowing them to retain their learning history and completion certificates even beyond their tenure with the organization. Learners can share content with their connections, publish their learning achievements directly to their LinkedIn.com feed, and connect with expert instructors by navigating directly to the course authors' LinkedIn profiles. The social media aspect of LinkedIn.com provides unique benefits to users of LinkedIn Learning that are not available in any other online learning platform.

**Sole Source Vendor Name:** LinkedIn

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.)*

Campus wide online learning platform.

**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)*

No other vendor offers an online learning platform that permits a user to upload newly acquired credentials to the user's LinkedIn profile by automated means or connect directly to a user's LinkedIn.com profile or similar social media platform.

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

**Required Signatures:**

**Prepared by:**  \_\_\_\_\_

**Date:** \_\_7\_\_/\_9\_\_/\_2025\_\_

**Printed Name:** Michael Weeks

**Title:** Dean, Tommy & Victoria Baker School of Business

**Approved by:** \_\_\_\_\_

**Approval Date:** \_\_/\_\_/\_\_\_\_

**Printed Name:** Abigail Hatch

**Title:** Associate Vice President for Finance & Business

*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