

**JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT**

Agency: The Citadel

Sole Source Vendor: Dr. Robert Petrulis, Educational Program Research & Evaluation (EPRE Consulting, LLC)

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 S.C. Code Ann. §11-35-1560 and S.C. Regulation 19-445.2105, Sole Source Procurement.

Description of the Agency need that this procurement meets: External Evaluator for The Citadel's U.S. Department of Education Center of Excellence for Veteran Student Success grant. The external evaluator's credentials were evaluated by the U.S. Department of Education as part of the grant competition. The services are for one year with potential of four (4) additional renewals. The total potential estimated spend is \$100,000.

Description of market research Agency performed to determine the availability of products or services that would meet the Agency's needs: Consultation with other Centers of Excellence on external evaluation services.

Description of supplies, construction, information technology, and/or services Vendor will provide under the contract: External evaluator assists with the development of evaluation plan tailored to The Citadel's institutional culture for the grant application process and implementation of external evaluation procedures. External evaluation procedures include, collecting data on project implementation and progress toward the project's goals and objectives, meeting at least annually with the project leads for formal review of this data, administering instruments relative to the project's goals and objectives. The external evaluator will also provide data required by project investigators for reporting to the US Department of Education and write an annual report to the project investigators, summarizing data collection and analysis, as well as project progress in time for use in preparing the required annual progress report to the US Department of Education.

Detailed explanation why no other vendor's supplies, construction, information technology, and/or services will meet the needs of the Agency: Dr. Robert Petrulis, Principal Consultant with EPRE Consulting LLC, possesses a unique combination of education, skills, and experience that are essential to this project. Dr. Petrulis has significant familiarity and experience evaluating programs within another Citadel Center of Excellence (STEM Center), which will be instrumental in helping the institution compete for another Center of Excellence (Center of Excellence for Veteran Student Success) grant. This experience and institutional knowledge will aid the institution's grant application, development of an evaluation plan tailored to The Citadel's unique institutional culture, and the implementation of external evaluation services. Dr. Petrulis has extensive experience evaluating education-related grants and his experience also includes service as the Executive Director of the Office of Program Evaluation and Research at the University of South Carolina. Dr. Petrulis holds a Ph.D. in Educational Leadership and Policy Studies from the University of Washington.

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

Authorized Signature

Printed Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

Notes:

Authorized signature is the agency head unless the agency head has delegated that authority. Delegation of authority must be submitted to the Materials Management Officer in writing.

The Agency must obtain a Drug-free Workplace certification from the Vendor if the sole source procurement is \$50,000 or greater.