



# THE CITADEL

## Procurement Services

Bond Hall, Room 244  
 171 Moultrie Street, Charleston, SC 29409  
 Procurement@citadel.edu

---

### Requirements Packet Sole-Source Procurement

Under the South Carolina Consolidated Procurement Code, Section 11-35-1560, a sole source procurement may be used only when there is a legitimate need that only a specific supply or service can meet, when competition is not practicable, and only one vendor can reasonably provide that specific supply or service.

This packet documents and supports a non-competitive procurement under the South Carolina Consolidated Procurement Code (SCCPC) § 11-35-1560 and South Carolina Regulation 19-445. This packet must be fully completed and approved under Memo 2-001 before any purchase, contract, renewal, or obligation of funds occurs.

Each Department must complete section 1 and 2 for each soul-source procurement. Once completed, email this form to: [procurement@citadel.edu](mailto:procurement@citadel.edu)

### 1. INFORMATION (DEPARTMENT)

Department: Auxiliary Services

Requestor Name and Title: Amy Orr, AVP for Auxiliary Services

Date: 04/29/2026

Vendor Name: Accruent

Goods-or-Services Description: Support and Maintenance for Space Management Software

Contract-or-Agreement Title (if applicable): \_\_\_\_\_

Estimated Total Cost: \$140,000

Funding Source / FOAP (include grant title and period, if applicable):

Index: 239001 / Acct: 712150 - Software License Fee

Period-of-Performance (start-end dates): July 1, 2026 - June 30, 2031

## 2. SOLE-SOURCE CRITERIA & JUSTIFICATION (DEPARTMENT)

### 2A. Sole Source Basis

(Check all that apply and provide explanation where indicated)

- Only one vendor can provide the required goods or services
- Vendor possesses unique or proprietary capability
- Compatibility or continuity with existing systems is required
- Competing would result in substantial duplication of cost or unacceptable delay
- Other allowable basis (explain below)

### 2B. Programmatic or Operational Need

(Explain why this requirement is necessary for instructional, operational, research-based, safety-based, compliance-based, or mission-based needs)

The Citadel requires an enterprise space management system to centrally coordinate academic, administrative, athletic, and event scheduling. The system must integrate with the student information system, support workflows for room requests and approvals, provide real-time visibility into space availability, and be compatible with existing on-demand kiosks and room scheduling hardware. This capability enables coordinated scheduling, reduces conflicts and unauthorized use, and supports consistent management of campus facilities. To meet these requirements, The Citadel seeks to procure continued licensing, maintenance, and support for its existing enterprise space management system.

### 2C. Consequences of Not Procuring

(Describe what will occur if this requirement is not fulfilled, including disruption, risk, or non-compliance)

Failure to procure continued licensing, maintenance, and support would result in loss of system support, updates, and use rights, creating operational and security risks, including risk to academic scheduling timelines and course delivery alignment. The Citadel would lose access to over 10 years of scheduling data and face disruption to academic and event scheduling, including misalignment with the student information system for upcoming terms.

Existing integrations, workflows, and room scheduling hardware would no longer function as configured, requiring redevelopment, retraining, and revalidation of scheduling processes. Transitioning to an alternative would require significant implementation effort, data migration, and cost not reflected in this procurement.

### 2D. Prior Use, Historical Context, and Program Reliance (if applicable)

(Describe any prior use of the goods or services, historical reliance on the vendor or solution, incumbent status, continuity considerations, or programmatic dependency. Include relevant contract history or duration of use, if applicable.)

The current enterprise space management system is fully implemented and serves as the system of record for campus scheduling. It is integrated with the student information system to exchange course scheduling data and supports automated report delivery for energy management, public safety, and campus operations. The system enables established workflows for room request and approval processes and integrates with on-demand kiosks and room scheduling hardware used on campus. The Citadel is reliant on existing configurations, established workflows, and existing scheduling data, including published academic and event schedules for upcoming terms. Maintaining the current system under a five-year term with a three-year rate lock preserves operational continuity, avoids the need for new system implementation and user training, and ensures consistent scheduling operations while maintaining cost stability. The requirement represents a continuation of an existing enterprise system rather than a new system acquisition.

**2E. Market Research Performed**

(Describe what sources were reviewed or compared to determine whether other vendors could meet the requirement)

Market research included review of vendor marketing information, technical specifications, and public procurement records for Coursedog, Ad Astra Scheduler, and CollegeNET 25Live. Evaluation determined these platforms offer similar core scheduling functionality but do not align with The Citadel's existing system integrations, reporting structures, or room scheduling hardware without significant reconfiguration. Replacement would require redevelopment of integrations with the student information system, recreation of established workflows, and reconfiguration of reporting and scheduling processes across departments, along with full data migration and user retraining. None of the identified alternatives can meet the requirement without significant modification or the use of multiple systems, making them operationally impracticable for The Citadel at this time. Pricing for the proposed solution is consistent with prior contract rates and aligns with similarly scoped enterprise scheduling platforms.

**2F. Description of the Requirement**

(Describe clearly what is being purchased. Focus on what the goods or services do - not the brand or the vendor)

The requirement is for continued licensing, maintenance, and support of an enterprise space management system that provides integration with the student information system for course scheduling and classroom optimization; LDAP integration for automated account creation and authentication; a campus planning interface for managing course scheduling data and associated classroom attribute and equipment requirements; customizable query building with automated report delivery; a floor plan utility for interactive campus mapping; compatibility with existing kiosk and room scheduling hardware; and on-premises deployment to support continued use and preservation of existing scheduling data. The system must support ongoing operational use for campus space scheduling and management.

**2G. Explanation of Sole Source Justification**

(Explain in plain language why other vendors cannot reasonably meet the requirement. Avoid vendor marketing language)

The current enterprise space management system is fully implemented and actively supports core campus scheduling operations. Transitioning to an alternative would require redevelopment of integrations, data migration, reconstruction of workflows, reconfiguration of scheduling and reporting structures, and retraining of users. Existing scheduling data is tied to the current system and would not transfer cleanly without loss of integrity, resulting in significant operational disruption, cost, and implementation risk. Continued licensing, maintenance, and support of the existing system is the only reasonable approach to meet The Citadel's operational needs. No alternative solution can be implemented without substantial duplication of cost or unacceptable delay to ongoing academic and operational scheduling functions.

The requirement is for continued support of an existing system rather than procurement of a new solution, and recompetition would not yield a functionally equivalent outcome without material operational disruption.

**2H. Supporting Evidence Attached (check all that apply)**

- Vendor exclusivity attestation (vendor letter or signed email)
- Vendor technical or proprietary documentation
- Comparison of alternative products or vendors
- Email confirmations or correspondence
- Prior solicitations or procurement history
- Other documentation (describe): \_\_\_\_\_

**Department Head Acknowledgement (Department Submission):**

Signature: Amy Orr

Name: Amy Orr, AVP for Auxiliary Services

Date: 4/30/2026

**Sole Source  
Written Determination**

**Agency Identification:** The Citadel, Military College of South Carolina (H090)

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

The Citadel requires an enterprise space management system to centrally coordinate academic, administrative, athletic, and event scheduling. The system must integrate with the student information system, support workflows for room requests and approvals, provide real-time visibility into space availability, and be compatible with existing on-demand kiosks and room scheduling hardware. This capability enables coordinated scheduling, reduces conflicts and unauthorized use, and supports consistent management of campus facilities. To meet these requirements, The Citadel seeks to procure continued licensing, maintenance, and support for its existing enterprise space management system.

Failure to procure continued licensing, maintenance, and support would result in loss of system support, updates, and use rights, creating operational and security risks, including risk to academic scheduling timelines and course delivery alignment. The Citadel would lose access to over 10 years of scheduling data and face disruption to academic and event scheduling, including misalignment with the student information system for upcoming terms.

Existing integrations, workflows, and room scheduling hardware would no longer function as configured, requiring redevelopment, retraining, and revalidation of scheduling processes. Transitioning to an alternative would require significant implementation effort, data migration, and cost not reflected in this procurement.

The current enterprise space management system is fully implemented and serves as the system of record for campus scheduling. It is integrated with the student information system to exchange course scheduling data and supports automated report delivery for energy management, public safety, and campus operations. The system enables established workflows for room request and approval processes and integrates with on-demand kiosks and room scheduling hardware used on campus. The Citadel is reliant on existing configurations, established workflows, and existing scheduling data, including published academic and event schedules for upcoming terms. Maintaining the current system under a five-year term with a three-year rate lock preserves operational continuity, avoids the need for new system implementation and user training, and ensures consistent scheduling operations while maintaining cost stability. The requirement represents a continuation of an existing enterprise system rather than a new system acquisition.

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

Market research included review of vendor marketing information, technical specifications, and public procurement records for Courseedog, Ad Astra Scheduler, and CollegeNET 25Live. Evaluation determined these platforms offer similar core scheduling functionality but do not align with The Citadel's existing system integrations, reporting structures, or room scheduling hardware without significant reconfiguration. Replacement would require redevelopment of integrations with the student information system, recreation of established workflows, and reconfiguration of reporting and scheduling processes across departments, along with full data migration and user retraining. None of the identified alternatives can meet the requirement without significant modification or the use of multiple systems, making them operationally impracticable for The Citadel at this time. Pricing for the proposed solution is consistent with prior contract rates and aligns with similarly scoped enterprise scheduling platforms.

**Sole Source Vendor Name:** Accruent

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.)*

The requirement is for continued licensing, maintenance, and support of an enterprise space management system that provides integration with the student information system for course scheduling and classroom optimization; LDAP integration for automated account creation and authentication; a campus planning interface for managing course scheduling data and associated classroom attribute and equipment requirements; customizable query building with automated report delivery; a floor plan utility for interactive campus mapping; compatibility with existing kiosk and room scheduling hardware; and on-premises deployment to support continued use and preservation of existing scheduling data. The system must support ongoing operational use for campus space scheduling and management.

**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)*

The current enterprise space management system is fully implemented and actively supports core campus scheduling operations. Transitioning to an alternative would require redevelopment of integrations, data migration, reconstruction of workflows, reconfiguration of scheduling and reporting structures, and retraining of users. Existing scheduling data is tied to the current system and would not transfer cleanly without loss of integrity, resulting in significant operational disruption, cost, and implementation risk. Continued licensing, maintenance, and support of the existing system is the only reasonable approach to meet The Citadel's operational needs. No alternative solution can be implemented without substantial duplication of cost or unacceptable delay to ongoing academic and operational scheduling functions.

The requirement is for continued support of an existing system rather than procurement of a new solution, and recompetition would not yield a functionally equivalent outcome without material operational disruption.

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

**Required Signatures:**

Prepared by: Andrew Drake

Date: 4/30/2026

Printed Name: Andrew Drake

Title: Director of Space Management

Approved by: David K. Hong

Approval Date: 4/30/2026

Printed Name: **David K. Hong**

Title: **Director of Procurement**

*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