



THE CITADEL

Procurement Services

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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 sole-source procurement. Once completed, email this form to: procurement@citadel.edu

1. INFORMATION (DEPARTMENT)

Department: Academic Affairs

Requestor Name and Title: Dr. Kevin Bower, Associate Provost for Academic Affairs

Date: 03/27/2026

Vendor Name: Modern Campus USA, Inc

Goods-or-Services Description: Web-based software platform supporting academic catalog management and curriculum governance workflows.

Contract-or-Agreement Title (if applicable): Modern Campus Connected Curriculum

Estimated Total Cost: \$173, 152.66 (Five-Year Term)

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

Index: 353750

Period-of-Performance (start-end dates): November 16, 2026-November 16, 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 a centralized, enterprise-level software solution to support academic catalog management and curriculum governance workflows essential to institutional operations, accreditation support, and student progression. The system must enable the creation, management, and publication of the official academic catalog, including course and degree information, while also supporting structured curriculum approval processes aligned with The Citadel's academic governance framework. These functions are necessary to maintain academic integrity, ensure compliance, and support efficient administration of academic programs.

2C. Consequences of Not Procuring

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

Failure to renew the existing system would result in significant disruption to academic operations, including the inability to maintain and publish the official academic catalog, breakdown of curriculum approval workflows, and impacts to course scheduling, registration, and academic planning. Additionally, loss of system continuity would affect historical catalog records and institutional knowledge. Transitioning to a new system at this time would require full implementation, data migration, workflow reconstruction, retraining, and validation, creating substantial operational risk and unacceptable disruption to the 2026–2027 academic cycle.

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 Modern Campus platform, formerly Digital Architecture (Acalog and Curriculog), has been in continuous use at The Citadel since 2021 following a competitive solicitation (RFP 22003-JF). The system supports academic catalog publication, curriculum workflow governance, degree planning integration, and historical catalog archiving. A 2024 change order reflects the vendor transition to Modern Campus USA, Inc. following acquisition, maintaining continuity of the system and contractual relationship. The Citadel has made significant institutional investments in configuring workflows, approval structures, and catalog content aligned with its academic governance processes.

2E. Market Research Performed

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

The Citadel evaluated the higher education market for academic catalog and curriculum management systems through prior competitive solicitation, institutional experience, and review of publicly available vendor capabilities, prior competitive solicitation results, and institutional experience with comparable solutions in the higher education market. The market includes vendors offering catalog publication tools, curriculum workflow platforms, and integrated academic management solutions. While alternative products provide similar functional capabilities, they would require replacement of the current implemented system, including new implementation, data migration, workflow reconstruction, and retraining. Based on this assessment, alternatives do not provide continuity with The Citadel's existing configured environment and would result in substantial duplication of cost and operational disruption.

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 a web-based software platform that provides centralized academic catalog management and publication, structured curriculum approval workflows, historical catalog archiving, and integration with institutional academic systems. The system must support enterprise-level academic governance processes and provide access for faculty, staff, and administrators, ensuring continuity of existing academic operations and records.

2G. Explanation of Sole Source Justification

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


Modern Campus is the incumbent provider of the implemented catalog and curriculum management system currently supporting The Citadel's academic operations. The institution relies on existing configured workflows, historical catalog archives, integrated publication capabilities, and Banner-connected implementation already in production. Although other vendors offer similar functional capabilities, replacement would require full system implementation, data migration, workflow reconstruction, retraining, and validation, resulting in substantial duplication of cost and unacceptable delay. Based on this institutional context, The Citadel has determined that only the incumbent vendor can meet the requirement within the current environment without significant operational disruption.

This determination is based on compatibility, continuity, and implementation risk within The Citadel's current environment and not on a claim that no competing products exist in the broader market.

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: 

Name: Dr. Kevin Bower, Associate Provost for Academic Affairs

Date: 03/27/2026

**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 a centralized, enterprise-level software solution to support academic catalog management and curriculum governance workflows essential to institutional operations, accreditation support, and student progression. The system must enable the creation, management, and publication of the official academic catalog, including course and degree information, while also supporting structured curriculum approval processes aligned with The Citadel's academic governance framework. These functions are necessary to maintain academic integrity, ensure compliance, and support efficient administration of academic programs.

Failure to renew the existing system would result in significant disruption to academic operations, including the inability to maintain and publish the official academic catalog, breakdown of curriculum approval workflows, and impacts to course scheduling, registration, and academic planning. Additionally, loss of system continuity would affect historical catalog records and institutional knowledge. Transitioning to a new system at this time would require full implementation, data migration, workflow reconstruction, retraining, and validation, creating substantial operational risk and unacceptable disruption to the 2026–2027 academic cycle.

The Modern Campus platform, formerly Digital Architecture (Acalog and Curriculog), has been in continuous use at The Citadel since 2021 following a competitive solicitation (RFP 22003-JF). The system supports academic catalog publication, curriculum workflow governance, degree planning integration, and historical catalog archiving. A 2024 change order reflects the vendor transition to Modern Campus USA, Inc. following acquisition, maintaining continuity of the system and contractual relationship. The Citadel has made significant institutional investments in configuring workflows, approval structures, and catalog content aligned with its academic governance processes.

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

The Citadel evaluated the higher education market for academic catalog and curriculum management systems through prior competitive solicitation, institutional experience, and review of publicly available vendor capabilities, prior competitive solicitation results, and institutional experience with comparable solutions in the higher education market. The market includes vendors offering catalog publication tools, curriculum workflow platforms, and integrated academic management solutions. While alternative products provide similar functional capabilities, they would require replacement of the current implemented system, including new implementation, data migration, workflow reconstruction, and retraining. Based on this assessment, alternatives do not provide continuity with The Citadel's existing configured environment and would result in substantial duplication of cost and operational disruption.

Sole Source Vendor Name: Modern Campus USA, Inc

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 a web-based software platform that provides centralized academic catalog management and publication, structured curriculum approval workflows, historical catalog archiving, and integration with institutional academic systems. The system must support enterprise-level academic governance processes and provide access for faculty, staff, and administrators, ensuring continuity of existing academic operations and records.

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)*

Modern Campus is the incumbent provider of the implemented catalog and curriculum management system currently supporting The Citadel's academic operations. The institution relies on existing configured workflows, historical catalog archives, integrated publication capabilities, and Banner-connected implementation already in production. Although other vendors offer similar functional capabilities, replacement would require full system implementation, data migration, workflow reconstruction, retraining, and validation, resulting in substantial duplication of cost and unacceptable delay. Based on this institutional context, The Citadel has determined that only the incumbent vendor can meet the requirement within the current environment without significant operational disruption.

This determination is based on compatibility, continuity, and implementation risk within The Citadel's current environment and not on a claim that no competing products exist in the broader market.

Note: Determination is not complete without required signatures and dates

Required Signatures:

Prepared by: _____

Printed Name: _____

Luz Román-Amaro

Date: _____

Title: _____

3/24/2026

Administrative Coordinator for Academic
Affairs & Enrollment Mgmt

Approved by: _____

Printed Name: David K. Hong

Approval Date: _____

Title: Director of Procurement

4/8/2026

The last page contains instructions and is not required to be retained.