

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

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

The Citadel began implementing Technolutions Slate for student recruitment in 2024. Slate is a robust and widely adopted platform that supports strategic enrollment management. As we have continued to use Slate and explore its capabilities—while also engaging with peer institutions—we have identified additional needs and opportunities to enhance our recruitment and admissions processes.

To address these evolving needs, we require the support of consultants with deep expertise in Slate and a strong understanding of our institutional context. Their guidance is essential to help us optimize our use of the platform, streamline workflows, and make data-informed decisions that align with our strategic goals. This procurement will ensure we have access to the specialized knowledge necessary to fully leverage Slate’s potential and continuously improve our operations.

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

Technolutions does not provide direct implementation training for Slate, requiring institutions to engage third-party consultants for support. During our initial search for a qualified vendor, we evaluated several consulting firms and determined that Pohlig Consulting offered the most extensive experience with both Slate and higher education admissions processes.

The scope of work was developed based on the College’s specific recruitment goals and informed by best practices observed at peer institutions. Pohlig has demonstrated a strong understanding of our institutional needs and has provided valuable guidance throughout our implementation journey.

This vendor will continue to provide both strategic consulting and hands-on support for implementing new features and optimizing existing processes. We anticipate the need for ongoing collaboration with Pohlig for at least one to two more years. Their consultants will also deliver targeted training to ensure our staff can effectively utilize Slate’s full capabilities.

**Sole Source Vendor Name:** Pohlig Consulting

**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 vendor will provide remote support and consultation services for the Citadel’s instance of Slate. These services will include both strategic guidance and hands-on assistance with implementation and customization. Specific services include:

- Advising on prioritization and sequencing of implementation steps
- Building and optimizing queries
- Creating and customizing forms
- Uploading and managing data
- Designing and configuring fields and prompts

Developing and maintaining portals  
Constructing and refining communication workflows  
Designing event structures and registration processes  
Customizing the Slate environment to align with institutional needs  
Troubleshooting implementation and configuration issues

These services are essential to ensure the effective and efficient use of Slate, tailored to the College's recruitment and admissions goals.

**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)*

Pohlig Consulting is the vendor we have been working with since the initial implementation of Slate. As a result, they have developed a deep understanding of our institutional needs, recruitment goals, and internal processes. They have played a key role in building out our Slate environment and tailoring it to our specific requirements.

Pohlig Consulting has implemented configurations using a structured, proprietary methodology that we consider a best practice. This approach ensures consistency, scalability, and alignment with both Slate's technical architecture and our strategic enrollment objectives. We intend to apply this same methodology to ongoing and future projects throughout 2026 to maintain continuity and maximize the value of our Slate investment.

Engaging a different vendor at this stage would be highly inefficient and cost prohibitive. A new consultant would require significant time and resources to become familiar with our systems, workflows, and strategic objectives, delaying progress and increasing overall costs. Pohlig's continuity and familiarity with our implementation make them uniquely positioned to provide the level of support and expertise we need moving forward.

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

**Required Signatures:**

Prepared by: Laura McElwaine

**Date:** 11/11/2025

**Printed Name:** Laura McElwaine

**Title:** Assoc Director of Admissions Operations

Approved by: David K. Hong

**Approval Date:** 11/21/2025

**Printed Name:** David K. Hong

**Title:** Director of Procurement

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