

## SOLE SOURCE JUSTIFICATION

A waiver from the competitive solicitation process may be granted when based upon operational compatibility with existing equipment, strong technological grounds, a unique and cost-effective feature requirement, or when it is clearly in the State's best interest.

1.) Contract Amount: \$ **14,000.00**

2.) Requested Supplier: **Shelly Willis Independent Recruiter - Higher Education**

### 3.) Description of Item/Service:

The Citadel requires the services of a recruiter with a knowledge of admissions criteria and programs offer at The Citadel. This individual has experience coordinating with military base education personnel, colleges, and human resource management offices to foster an awareness of The Citadel's academic programs. This individual has base access to deliver and continuously re-stocking marketing materials at base education centers, base transition centers; in addition to colleges, and human resource departments in the local area. This individual will attend education and employment fairs on military bases and the local community to recruit prospective students.

### 4.) Establish the reasons The Citadel absolutely requires this specific Item/Service and the unique benefits that will be realized:

The Citadel requires a services of a Recruiter

- Specialized Knowledge and Experience: The individual in question possesses a unique combination of knowledge and experience related to The Citadel's admissions criteria and academic programs. This specialized knowledge is essential for effectively promoting the institution to prospective students.
- Established Relationships: The individual has a track record of successfully coordinating with military base education personnel, colleges, and human resource management offices. These established relationships are valuable for fostering awareness and facilitating collaboration between The Citadel and these key stakeholders.
- Access to Military Bases: The individual has base access, which is crucial for delivering and continuously restocking marketing materials at base education centers and transition centers. This access provides a competitive advantage in reaching and engaging with potential students on military bases.
- Recruitment Experience: The individual has the experience to attend education and employment fairs on military bases and in the local community. Their participation in these events is instrumental in recruiting prospective students and showcasing The Citadel's academic programs.

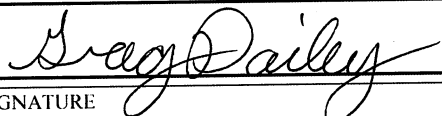
### 5.) Explanation as to why no other supplier can offer a comparable Item/Service:

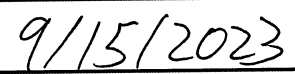
The Citadel requires the service of Shelly Willis because of her unique qualifications, established relationships, base access privileges, local presence, recruitment experience, and the potential time sensitivity of our recruitment efforts. Shelly knowledge of The Citadel, its academic programs and various student types. She also has experience in this role and has developed contacts and relationships with base personnel that will greatly assist our marketing efforts on military bases. Shelly has provided this service already for the last five years and has the history and resources to meet The Citadel's needs.

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](mailto:protest-mmo@mmo.sc.gov) or (b) vis USPS or any other carrier to 1201 Main St., Suite 600, Columbia, SC 29201


I hereby certify that the above information is accurate and request that a waiver from the State mandated bidding process be approved for the procurement of the above stated equipment, commodity, or service.

Based on the determination above, the proposed procurement action described is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

  
SIGNATURE

  
DATE

  
PRINT NAME OF DEPARTMENT HEAD

  
DEPARTMENT

FOR PROCUREMENT SERVICES USE ONLY	
APPROVED BY: _____ Director of Procurement Services	DATE: _____
APPROVED BY: _____ VP Finance & Business	DATE: _____
*VPFB signature only required for requests over \$100,000	

**GUIDANCE:**

**Section 3;** Provide a description of the item or service being requested with sufficient detail so that it is clear to the reviewer of this form what is being sought and the purpose it serves.

**Section 4;** Detail the specifics about the item or service and explain how it is uniquely positioned to meet the need at The Citadel. This section should address the role that will be played by the item/service and how it is positioned to be the only option that will work in this scenario. Factual evidence must be presented to substantiate why this is the sole item/service that will work.

**Section 5;** Cite the reasons why alternatives would not be acceptable and how comparable products or services from other suppliers could not meet the need. Also, include details about the market research that was performed to substantiate the sole source request. Detail the specific, quantifiable facts as to why this type of item/service cannot be purchased from any other supplier.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.