

**JUSTIFICATION FOR  
SOLE SOURCE PROCUREMENT**

Agency: The Citadel

Sole Source Vendor: The Citadel Brigadier Foundation

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: The Citadel requires an equipment, apparel and support contract that works with The Citadel on activities that include the supply of apparel and equipment and provision of financial support to Citadel athletics.

Description of market research Agency performed to determine the availability of products or services that would meet the Agency's needs: The Citadel has contracted with with several suppliers over the years in this category, so the college is familiar with the industry. In addition, college personnel have extensive experience at The Citadel and other colleges and universities in negotiating for and obtaining these services. Those personnel maintain relationships with those institutions as well as with vendors in this area. Thus, The Citadel has conducted this research over numerous years.

Description of supplies, construction, information technology, and/or services Vendor will provide under the contract: Supply of apparel, equipment, and financial support to the Department of Athletics

Detailed explanation why no other vendor's supplies, construction, information technology, and/or services will meet the needs of the Agency: The Citadel must sole source a revenue contract to be established with The Citadel Brigadier Foundation, or TCBF. The licensing or assignment of the Department of Athletics' athletic equipment and apparel management rights to TCBF by The Citadel qualifies for a sole source procurement pursuant to S.C. Code Sec. 11-35-1560(A). TCBF is organized, and at all times is operated, exclusively for the benefit of, to perform the functions of, or to carry out the purposes of The Citadel. Unlike other existing for-profit companies that offer services related to the management of Department of Athletics' athletic equipment and apparel, TCBF is a charitable organization whose only purpose is to support The Citadel. All operations will be dedicated to The Citadel. All of TCBF's assets and profits are dedicated and used exclusively for the support of The Citadel. No other existing service provider has the capacity to offer these benefits to The Citadel, or can be integrated and imbedded in The Citadel's enterprise as an affiliate entity, nor deliver all profit from these activities back to The Citadel. For these reasons, this is a sole source. The total anticipated value of the revenue from this contract is \$500,000.00 annually for a five year period.

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Authorized Signature  
Printed Name: Col. Charles L. Cansler  
Title: VP of Finance & Operations  
Date: 9/2/2022

**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.**

**PROTESTS:**

Any actual or prospective bidder, offeror, contractor, or subcontractor aggrieved in connection with the intended award or award of this sole source contract, shall notify the appropriate Chief Procurement officer in writing of its intent to protest within five (5) business days of the date this notice is posted. Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of this sole source contract and has timely notified the appropriate chief procurement officer of its intent to protest, may protest to the appropriate chief procurement officer in the manner set forth below within fifteen days of the date this notice is posted; except that a matter that could have been raised as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

A protest must be in writing, filed with the appropriate chief procurement officer, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. The protest must be received by the appropriate chief procurement officer within the time provided above. Days are calculated as provided in S.C. Code Ann. §11-35-310(13).

Any notice of intent to protest and protest must be addressed to the chief procurement officer:  
Materials Management Officer

(a) by email to: [Protest-MMO@mmo.sc.gov](mailto:Protest-MMO@mmo.sc.gov)

(b) by post or hand delivery to: 1201 Main Street, Suite 600, Columbia, SC 29201