



Procurement Services  
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## Intent to Sole Source

**Notice Date: Monday, July 6, 2020**

**Description:** The Citadel intends to make a purchase without competition on the basis of a sole source in accordance with SC Consolidated Procurement Code (11-35-1560) from Richard Kelly who will serve in the role as consultant to The Citadel. The consultant will continue to advise and assist on the campus-wide efficiency project that has been ongoing for the past year.

The Citadel is in the midst of implementing the five-year strategic plan and Rick Kelly has been working on assisting with objective insight and guidance for the past year. He has worked closely with all Financial Services units as well as the Provost's Office to perform a cost-benefit analysis of each initiative and is needed to continue with this project and bring it to completion. This consultant has been a key player working with the internal team to streamline operations and identify areas to cut costs further and increase efficiencies. The savings and efficiencies attained through this project will allow The Citadel to save funding in the short term and remain strong and viable in the long term.

There are other consultants who could perform this service, however, Rick Kelly has been on campus and working directly with Citadel departments for the last year and is intricately involved with the culture and operating dynamics across campus. He is deeply involved with multiple departments and assisting on efficiency projects with each of them. Hiring any other consultant would mean starting from square one as they would have to learn the culture on campus, understand the depth of the project, and get up to speed on the current status of several project aspects. This would not only be cause for a major delay in timing, but would also be a considerable increase in expenses since the extra time required would add considerably to the billable hours. Continuing the existing project with Rick Kelly allows The Citadel to leverage his previous experience and involvement on the campus and with this specific project.

**Awarded To: Richard Kelly, Independent Consultant**

**Award Total: To be charged based on hours worked up to a total amount not to exceed \$250,000.00**

**Right to Protest:** If you are aggrieved in connection with the intended award of a contract pursuant to Section 11-35-1560, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest an award, you must (i) submit to the appropriate Chief Procurement Officer, in writing, your intent to protest within seven (7) business days of the date that notification of intent to award is posted, and (ii) submit your actual protest within fifteen (15) days of the date that notification of intent to award is posted in accordance with this code. Days are calculated as provided in Section 11-35-310(13). Both the notice of intent to protest and the actual protest must be in writing and filed with the appropriate Chief Procurement Officer within the time provided, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

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) via USPS or any other carrier to 1201 Main Street, Suite 600, Columbia, SC 29201