

**JUSTIFICATION FOR  
SOLE SOURCE PROCUREMENT**

Agency: The Citadel

Sole Source Vendor: Ellucian Maintenance/ESM

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: This sole source is required to implement and ESM software including annual software maintenance through software supplier Ellucian. This is a one (1) Year agreement with four (4) options to renew. ESM is a Procurement module which operates exclusively through Banner 9. The total five year contract amount is estimated at \$336,211.00.

Description of market research Agency performed to determine the availability of products or services that would meet the Agency's needs: ESM software provide the programs necessary for Procurement and Financial Services to operate at the highest level of efficiency in order to meet recent Third-Party internal audit requirements and new demands placed on the college. Ellucian personnel are the most highly trained and fluent service providers to implement the new Procurement software. The current processes used by the Procurement departments are primitive and highly susceptible to human error. The implementation of this software will mitigate such catastrophic errors.

Description of supplies, construction, information technology, and/or services Vendor will provide under the contract: Software as a service of e-procurement and maintenance of on prem license.

Detailed explanation why no other vendor's supplies, construction, information technology, and/or services will meet the needs of the Agency: All of the software services have compatability that is paramount consideration with the current Banner 9 on prem license which was solicited, awarded, and is used by every department within the university. There is no other software which has the ability to integrate to this extent. The use of outside software would be cost prohibitive due to the extensive volume of training and the requirement to adopt a new separate ERP platform which would be required to achieve functionality. 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 or (b) vis USPS or any other carrier to 1201 Main St., Suite 600, Columbia, SC 29201

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Authorized Signature

Printed Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**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.**