

JUSTIFICATION FOR AWARD WITHOUT COMPETITION

(To be completed and submitted by the Office of Procurement)

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the SC Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 SC Code of Laws.

Why does the governmental body need this item or service: (description of the agency need that this procurement meets):

Catalog is used by the Office of the Registrar to annually publish academic course catalogs for both its undergraduate and graduate studies and by Student Affairs to publish its Student Handbook. Catalog by Modern Campus (formerly known as Acalog by Digarc) serves as the sole source of truth for curriculum data from which to develop catalogs, support recruitment, inform class and student scheduling, and archive previous catalogs. It also serves as evidence for various regional and program-based accreditations and displays program and course information on academic websites. Catalog integrates with Curriculum to provide accessible data for curriculum development. The faculty at the College of Charleston uses Curriculum by Modern Campus (formerly known as Curriculog by Digarc) to manage forms and workflows associated with proposing new courses to be taught at the College of Charleston and offering new academic programs at the College. Additionally, forms and workflows used to change existing courses and programs are managed within Curriculum. Curriculum also serves as a repository of all proposals processed in the system.

As a sole source procurement for \$ Est. 5-yr cost: \$183,996.50 **from** (name of sole source contractor): Modern Campus USA, Inc

Description of market research Agency has performed to determine the availability of products or services that would meet the Agency's needs:

Market research through Procurement IQ and GovSpend did not provide any findings. However, research using Google verified that this platform is proprietary to Modern Campus, and they are the only source for purchasing it.

Description of supplies, construction, information technology, and/or services Vendor will provide under the contract:

DIGARC Acalog ACMS & Curriculog Hosting, Support and Upgrade Software. Modern Campus provides a support center with knowledge base articles, tutorial videos, and a responsive customer support staff. All upgrades and enhancements to both Catalog and Curriculum are provided as part of the College's annual subscription. Webinars are provided periodically on additional topics for administrators, editors, and users. Using the same application to produce course catalogs and student handbooks provides users with a consistent and recognizable design, layout, and functionality, allowing them to navigate and perform tasks in a familiar way across all catalogs and handbooks.

This sole source is for a five-year period. The estimated annual cost is \$36,799.30, with a total estimated five-year cost of \$183,996.50.

Detailed explanation why no other vendor's supplies, construction, information technology, and/or services will meet the needs of the Agency:

There are other vendors that offer applications like this one, but we determined that this should be procured as a sole source because the switching costs are too high (training, implementation, etc.). The College has utilized both Catalog and Curriculum since 2016, and complete installation and development took two years plus additional, extensive time to properly train all deans, select associate deans, department chairs, and program directors, select faculty and personnel. Transitioning to new solutions will require manhours for implementation and training that personnel from the Office of the Registrar and the Provost's Office cannot accommodate, especially as the College moves into preparations for the 2027 Reaccreditation process with SACSCOC.

X In accordance with the South Carolina Consolidated Procurement section 11-35-1560 - Sole Source, the College of Charleston announced the intent to award without Competition. No protests were received.

Solicitation# 25.101.JCB.SS.T5

Contract Expiration Date: 06/30/2030

DocuSigned by:

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Wendy E. Williams, CPPO, C.P.M., Director of Procurement

6/18/2025

Date

DocuSigned by:

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John F. Loonan, Executive Vice President for Business Affairs

6/19/2025

Date

If this procurement is \$50,000 or greater, the Drug Free Workplace Act (§ 44-107-10, et Seq. Code of Laws of SC) applies, the acceptance of a Purchase Order signifies the Vendor certification that they are in compliance with the Drug Free Workplace Act.

6-Digit Index Number: 110037

6-Digit Account Code: 710414

NIGP 3-Digit Commodity Code: 204

Buyer's Initials CB