

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):

College of Charleston requires a payment processing service that provides a variety of services in order to appropriately receive and record payments from student, parents and other constituencies. These payment services must be done in a safe, Payment Card Industry – Data Security Standards manner and provide a superb level of information security with great accuracy.

As a sole source procurement for \$ 1,250,000 (est. 5 Yr Total) **from** (name of sole source contractor): TouchNet Information Systems

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

Market research has found that there are other products available that can handle one or more of the same tasks as TouchNet. However, the business practices, security and needs provided by TouchNet are not found in another company's offerings. After looking at the services offered by others, no one company offers the same package of services and flexibility that the campus departments need to do business in an appropriate manner. While other systems can assist with PCI-DSS compliance, they lack services in other payment gateway and processing areas. Further, they do not offer a dynamic marketplace or variable payment plans, as TouchNet.

TouchNet is the sole provider of their Information Systems.

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

Since 2003 TouchNet has provided these services to the College. The College is inextricably intertwined with TouchNet's services which has benefited the College, students, parents, faculty, staff, etc. All the following areas rely on the accuracy and security of the payment processing system:

The Treasurer's Office (Tuition, Fees, Housing, Deposits), Cougar Club (Donations), The Career Center (employment services and fairs) Parking (fines, permits), Parking Garages (parking charges), MarketPlace Services (Storefronts for services, conferences, etc.), Payment Plan services, Cougar Card deposits for declining spending cards, Non-Student Payment Service, Student Tuition Insurance Payments, Direct Deposit Refunding, 1098T links with ECSI, and Processes payments for Elevate – Noncredit Classes

All of these areas rely on rapid responses with accuracy of payment, orders and services. TouchNet has provided extremely reliable services in these areas.

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

The business practices, security and needs provided by TouchNet are not found in another company's offerings. No one company offers the same package of services and flexibility that the campus departments need to do business in an appropriate manner. While other systems can assist with PCI-DSS compliance, they lack services in other payment gateway and processing areas.

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# 25-29-SDM-SS-T5

Contract Expiration Date: 03/31/2030

DocuSigned by:

Wendy Williams

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

9/13/2024

Date

DocuSigned by:

John F. Loonan

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John F. Loonan, Executive Vice President for Business Affairs

9/13/2024

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: 208

Buyer's Initials SDM