

## 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):

In order for the College to maintain accreditation and meet federal regulations, it must submit various robust compliance reports. A software suite allowing users to collaborate on narratives and upload evidence files in a well-structured portal using pre-loaded templates is necessary to develop these reports. The software generates the reports into an offline .html website which can be stored on USB drives, sent via email etc., while retaining the necessary structure and file pathing.

**As a sole source procurement for \$** 105,217.68

**from** (name of sole source contractor): Anthology

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

Google and Procurement IQ indicate there are similar software solutions and College of Charleston staff attends the annual SACSCOC accreditation meeting to discuss methods of compiling these reports with peer institutions and the accreditation agency who is reviewing us. Anthology's Compliance Assist solution is an industry-standard solution.

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

Compliance Assist provides software, functional and technical support, custom templates, reports, and enhancements to facilitate the accreditation process.

Compliance Assist also provides other built-in features to save OIE staff manhours. For example, when finished with a major compliance report, and it comes time to generate an offline report, the software provides a "broken link check" which ensures that all evidence is still properly hyperlinked to evidence in case a collaborator has broken something during what is often a multi-year process.

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

The College has been utilizing this software for compliance purposes and has a significant investment in terms of resources, i.e., financial, human, and training.

The history and continuity of the reports are necessary to maintain and reaffirm the College's accreditation. We will use the 2017 Reaffirmation documents/evidence and the 2023 Fifth Year Interim Report to build a skeleton template where we can begin working on the 2027 Reaffirmation Report in Compliance Assist. It enables us to use previous evidence as a foundation to build from and update, as many of the standards do not change year to year. The system houses all previous compliance reports. OIE /Marketing spent significant amounts of time training the campus on the use of this software.

All OIE Compliance Report archives/systems are built using this software, and employees who have participated in previous reaffirmation reports are comfortable using this software and have invested time into learning it.

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# 25-52-TET-SS-T5

Contract Expiration Date: 01/31/2030

DocuSigned by:

Wendy Williams

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

1/15/2025

Date

DocuSigned by:

John F. Loonan

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John F. Loonan, Executive Vice President for Business Affairs

1/16/2025

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: 206

Buyer's Initials TET