

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):

The Engage platform, internally referred to as Cougar Connect, is used by Student Affairs to manage the College of Charleston's 200+ student organizations. Functions include registration (and re-registration), roster management, document continuity, event management and advertisement, budget and finance administration, collect assessment data, and policy dissemination. This platform is essential and has been instrumental in streamlining the administration of our student organization

As a sole source procurement for \$ Est 5 yr cost: \$140,335.78 **from** (name of sole source contractor): Anthology Inc of NY

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 did confirm that this software is proprietary to Anthology Inc of NY, and they are the only source for purchasing it.

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

Campus Labs/Anthology provides the platform and the tech support in the form of knowledge base, chat, phone, and email support. Currently, they are working to move from our CAS sign on to single sign on (SSO). Student Affairs can independently create forms in this platform and receive vendor support, as needed. Examples of high-volume forms include Student Org Registration & Renewal, Budgeting requests, Event Submissions, and Officer Update Forms.

This sole source is for a five-year period with a total estimated cost of \$140,335.78.

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

Since its adoption in 2017, countless manhours and years have been spent training staff and students in using this platform. Student organization policy and marketing efforts are currently centered around this platform. Usage of this platform is currently expanding as additional student groups and departments on campus are onboarded. We've integrated CAS as the login (we're working on getting SSO as the login). Student Affairs does not have the staffing capacity to transition from the current Engage platform to a new platform and to take on tasks including, but not limited to, solution implementation, user acceptance testing, rewriting policies, updating marketing materials, updating training materials, and onboarding all 200+ student organizations on campus.

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# 25.54.JCB.SS.T5

Contract Expiration Date: 01/31/2030

DocuSigned by:

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

1/17/2025

Date

DocuSigned by:

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John F. Loonan, Executive Vice President for Business Affairs

1/17/2025

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 JCB