

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 College needs Cascade CMS to manage and maintain its public-facing websites in a secure, centralized, and scalable manner. Cascade supports distributed content editing across campus while allowing the College to maintain brand consistency, accessibility standards, approval workflows, and technical oversight.

As a sole source procurement for \$ 255,740.04

from (name of sole source contractor): Hannon Hill

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

Market research was conducted using Google and Procurement IQ. The College reviewed available web content management systems used in higher education and considered factors such as security, accessibility, workflow management, scalability, support, hosting, integration capabilities, and continuity with the College's existing web infrastructure.

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

Cascade CMS is an enterprise web content management system used to create, edit, approve, publish, and manage College website content. The service includes CMS licensing, hosting, system support, updates, user management, publishing workflows, and related functionality needed to operate the College's web presence.

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

Cascade CMS is already integrated into the College's web environment, content workflows, user training, templates, and governance processes. Moving to another CMS would require significant redevelopment, migration, retraining, and disruption, while introducing risk to accessibility, continuity, and website operations. The College is also currently in the execution phase of a template refresh project that is being built specifically for Cascade CMS.

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# 26-64-TET-SS-T5

Contract Expiration Date: 06/15/2031

DocuSigned by:

Wendy Williams

6/16/2026

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

Date

Signed by:

Paul Patrick

6/17/2026

Paul Patrick, Executive Vice President for Business Affairs

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: 920

Buyer's Initials TET