

Sole Source Guidelines

South Carolina Consolidated Procurement Code Section 11-35-1560

A contract may be awarded for a supply, service, information technology, or construction item without competition if, under regulations promulgated by the board, the chief procurement officer, the head of a purchasing agency, or a designee of either officer, above the level of the procurement officer, determines in writing that there is only one (1) source for the required supply, service, information technology, or construction item. Except for contracts with a total potential value of fifty thousand dollars (\$50K) or less, adequate public notice of the intent to award without competition must be posted in South Carolina Business Opportunities (SCBO), except that public notice is not required if the appropriate chief procurement officer, after consultation with the head of the purchasing agency, determines in writing that award without such notice is in the interest of the State. Notice must contain a statement of the right to protest under Section 11-35-4210(1) and must be posted at least five (5) business days before entering a contract. For contracts with a total potential value greater than two hundred fifty thousand dollars (\$250K), such notice must be posted at least ten (10) business days before entering a contract.

Written Documentation

Written documentation must include the determination and basis for the proposed sole source procurement. A delegation of authority by either the chief procurement officer or the head of a governmental body with respect to sole source determinations must be submitted in writing to the Materials Management Officer. In cases of reasonable doubt, competition must be solicited. Any decision by a governmental body that a procurement be restricted to one potential vendor must be accompanied by a thorough, detailed explanation as to why no other will be suitable or acceptable to meet the need.

Quarterly Reporting

Agencies must submit a quarterly report of all sole source procurements to the Materials Management Office (MMO)

Violation

A violation of these regulations by a purchasing agency, upon recommendation of the Division of Procurement Services with approval of the majority of the board, must result in the temporary suspension, not to exceed one year, of the violating governmental body's ability to procure supplies, services, information technology, or construction items pursuant to this section.

Sole Source Thresholds Advertisement in South Carolina Business Opportunities (SCBO)

- \$50,000.00 - \$250,000.00 Notice must be posted for Five (5) Business Days
- \$250,000.00 and greater Notice must be posted for Ten (10) Business Days
- Sole Sources under \$50K does not need to be advertised in SCBO
- Contact Procurement Services before routing Sole Source Form for signature.
- Procurement Service will advertise Intent to Sole Source in SCBO for the requirement minimum of days per threshold. See example of Intent to Sole Source below.



Procurement Officer:
Phone: 803.323.2143
Email:

Notice of Intent to Sole Source December 8, 2023

In accordance with §11-35-1560 (A) of the SC Consolidated Procurement Code, it is the intent of Winthrop University (Winthrop) to award without competition a sole source contract in accordance with Regulation 19-445.2105 (B) (5) where the item is one of a kind for a unique capabilities for Integrated Program System Plus(PES+)

From Sightlines, LLC on the basis of:

Sightlines, LLC is proprietary Return on Physical Assets (ROPA) process fosters a shared vision and common language among campus stakeholders for efficient facilities management. It focuses on Asset Reinvestment, Annual Stewardship, Operating Effectiveness, and Customer Service, leading to informed resource allocation, reduced operating costs, and improved service. ROPA uniquely reveals the interrelationships within these four areas, offering holistic solutions to operational and capital planning challenges.

Sightlines maintains a comprehensive annual database covering 350+ institutions across 40 states and Canada, totaling over 25,000 buildings and 1 billion square feet. This database tracks \$15 billion in capital and operating budgets, including public four-year and community colleges and private nonprofit institutions. Accessible for benchmarking, the data is verified through annual on-site campus meetings. Sightlines' member database is unparalleled in providing comparative data and insights.

Given that peer data is already part of their annual database, our expenses will only cover our data collection and analysis. After thorough research, we found no other firms offering comparable services with access to such an extensive cross-sectional institution database.

ESTIMATED VALUE: \$350,000 through 12/18/2028

QUESTIONS/RESPONSES/ADDITIONAL INFORMATION: Shall be addressed to the email address of the Procurement Officer indicated above.

PROTESTS If you are aggrieved in connection with the award of the contract, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest an award, you must (i) submit notice of your intent to protest within five (5) business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided.

Any protest or notice of intent to protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing (a) by email to: protest-mmoo@mmo.sc.gov or (b) by post or delivery to: 1201 Main Street, Suite 600, Columbia, SC 29201.

Unless otherwise suspended or canceled, Winthrop will enter into a contract for these services. Contractor should not perform work on or incur any costs associated with this notice prior to the receipt of a purchase order. Winthrop assumes no liability for any expenses incurred prior to issuance of a purchase order.