

# **Intent to Sole Source**

## **Orangeburg-Calhoun Technical College**

**June 26, 2019**

In accordance with Section 11-35-1560(a) of the SC Consolidated Procurement Code, and Section 19-445.2015 of the SC Code of State Regulations, Orangeburg-Calhoun Technical College intends to enter into a sole source contract for: Campus Labs, Inc.

The College is planning to purchase a renewal of the Campus Labs License Agreement for the Program Review, Accreditation and Planning Modules. OCtech receives accreditation from the Southern Association of Colleges and Schools (SACS) and this accreditation is required for the college to offer certified associate degree, diploma and certificate programs in South Carolina. One of the criteria for the accreditation process requires all compliance and program review documentation and reference materials to be provided in an online environment. In July 2011, the College purchased Compliance Assist as a sole source and found it to be the only software solution that builds customized sites for schools that are specifically focused on SACS reaccreditation. The name of the vendor has recently been interchangeable from CampuLabs to Higher One. The Campus Assist Planning Module and Accreditation Module is a part of the Compliance Assist that was previously purchased. Additional portions of Compliance Assist have been purchased since 2011. This renewal will include yearly fees for all three licenses. In our research, we have found that Higher One/CampusLabs is the developer and sole source for Compliance Assist products as well as service and hosting. Compliance Assist is not available for resale through any third party vendors and other commercially available software product capabilities are not interchangeable or able to be integrated successfully with Higher One/Campus Labs products. Reaffirmation by SACS is critical to the mission and function of OCtech. In consideration of current accreditation requirements, and future integration of new software, Higher One products were the only ones found to be able to meet the needs of the college.

Please send questions or concerns via e-mail to Scarlet Geddings @ [geddings@ootech.edu](mailto:geddings@ootech.edu) for this Intent to Sole Source no later than 5:00 PM on July 3, 2019 EDT.

This notice will be posted in the South Carolina Business Opportunities (SCBO) as required by SC Code 11-35-1560.

#### **PROTESTS:**

If you are aggrieved in connection with the intended award or 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 this notice is posted, and (ii) submit your actual protest within fifteen days of the date this 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, Information Technology Management Office, and submitted in writing

(a) by email to: [protest-itmo@itmo.sc.gov](mailto:protest-itmo@itmo.sc.gov), or

(b) by post or delivery to: 1201 Main Street, Suite 600, Columbia, SC 29201.