

# **Intent to Sole Source**

**Orangeburg-Calhoun Technical College**  
**March 26, 2024**

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: Ellucian Maintenance Renewal from Ellucian, LLC

**Description of the Agency need that this procurement meets:**

The College is currently using Ellucian Software as its main computer operating and communication system across campus. Ellucian was procured in 2000 by Request for Proposal completed by the Information Technology Office. The Colleague software consist of multiple integrated components – Student, Financial Aid, Finance, and Human Resources, which the College requires to maintain seamless functionality of its core business operations. The College requires renewal of software licenses for elements of the integrated components not encompassed within the perpetual license, and renewal of software maintenance and support for all components to receive updates, upgrades and fixes to the software. This procurement also includes enhancement and support services for a five-year contract period from July 1, 2024 thru June 30, 2029.

**Description of market research Agency performed to determine the availability of products or services that would meet the Agency’s needs.** The South Carolina Technical College System entered into this five-year agreement with Ellucian in February 2024, titled Addendum 1 to the 2014 Master Agreement. This was made available to all participating College’s to enter into a continued agreement with Ellucian. OCtech will enter into a five-year agreement to take advantage of maximized cost savings.

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

Annual Maintenance, Software Licensing and Support for the College Operating System.

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

Ellucian Company is the proprietary software vendor of OCtech’s college-wide enterprise management system and the core Colleague product. Ellucian products must be compatible with the existing program that are used across campus. Maintenance, support, and licenses for Ellucian products are available only through Ellucian directly. Ellucian Corporation LP holds the exclusive license to their software, products and support.

Please send questions or concerns via e-mail to Scarlet Geddings @ [geddings@octech.edu](mailto:geddings@octech.edu) for this Intent to Sole Source no later than 5:00 PM on April 10, 2024, 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.