

## JUSTIFICATION FOR SOLE SOURCE PROCUREMENT

Agency: Trident Technical College

Sole source Vendor: Softdocs, 920 Hemlock drive, Columbia SC 29201

Based upon the following determination, Agency proposes to acquire the supplies, construction, information technology, and/or services described herein from the Vendor named above per S.C. Code Ann. 11-35-1560 and S.C. Regulation 19-445.2105, Sole Source Procurement.

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

Etrieve electronic document imaging system, maintenance and support.

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

Trident Technical College (TTC) is currently in the process with the SC Materials Management Office of procuring a replacement college-wide enterprise resource planning system (ERP) through a request-for-proposal (RFP) process. The College expects to soon begin evaluating proposals received. It is unknown if the selected solution may include a viable electronic filing system platform and it will not be known until the RFP evaluation process has been completed.

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

Electronic document imaging system, maintenance, and support.

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

TTC has been using the Softdocs Etrieve electronic document imaging system since 2018. The College has invested a significant amount of money, time, and resources in the implementation and maintenance of and training for this college-wide system. Etrieve also integrates with the current ERP system Ellucian Colleague through Ethos.

As noted above, the College is currently in the request for proposal process for a new SaaS based ERP system. Until offers are evaluated and a system is chosen, it is not known whether or not the current Etrieve functionality may be included in the ERP system to be chosen.

It is not in the best interest of TTC to seek a replacement document imaging system prior to the selection of the new ERP system as there is the possibility that the new ERP may include this functionality. If that is not the case, any new document imaging system that the College might select prior to completion of the ERP procurement process may not be compatible or easily integrable with the selected ERP.

Additionally, all college resources will be dedicated to the procurement and implementation of the new SaaS based ERP for the next two to three years, leaving no available resources either financial or human for implementation of a new document imaging system during that process.

As the selection and implementation process for the new ERP is expected to take up to three years, and the need for the integrated electronic document imaging system will continue during that time, it is necessary for the College to keep the existing system operational until the new ERP has been chosen. Softdocs is the only vendor that can continue the existing Etrieve services. Once an ERP system has been

selected, the College will then determine if it will be necessary to issue a solicitation for a new document imaging system.

Contract Period: 07/30/23 – 07/29/26

Contract Amount: \$400,000.00 estimated

Com Code: 20800

*CB* Mary Thornley

Authorized Signature

Printed Name: Mary Thornley, Ed.D

Title: President

Date: 05/09/23

Blanket sole source:  Yes  No

Contract \$50,000 or greater. Drug Free Workplace Act (Section 44-107-30 Code of Laws of SC) applies:  
 Yes  No  JHO\_Buyers Initials

Signed Drug Free Workplace Certification form attached:

Yes  No  JHO\_Buyers Initials

Open Trade Certification on file or attached  Yes  No  JHO Buyers Initials