

**JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT**

Agency: Horry-Georgetown Technical College #SS-0149

Sole Source Vendor: PageUP People Pty Ltd

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: HGTC Human Resources Department has a need to digitally track the onboarding of new hires and maintain records with existing employees, including annual evaluations.

Description of market research Agency performed to determine the availability of products or services that would meet the Agency's needs: A Request for Proposals was completed in November 2016, RFP0018-16. It expired on 11/30/2021.

Description of supplies, construction, information technology, and/or services Vendor will provide under the contract: Continuance of Digital Recruitment, Onboarding and Performance services for HGTC. Cost \$59,009.24 for 12 months. Term: 12/1/2021 – 11/30/2022

Detailed explanation why no other vendor's supplies, construction, information technology, and/or services will meet the needs of the Agency: The College needs to perform another RFP, but due to lack of staff on campus due to COVID and FMLA, this process can't be performed until Spring of 2022. In order to have an uninterrupted flow of work and information input, the College will sign a one year agreement to extend contract to 11/30/22.



Authorized Signature

Printed Name: Harold Hawley

Title: VP Finance and Accounts Rec.

Date: 12/9/2021

Notes:

*OKAY PER DISCUSSION
w/ DIANNA CECALA ON 12/10/2021.*

Authorized signature is the agency head unless the agency head has delegated that authority. Delegation of authority must be submitted to the Materials Management Officer in writing.

The Agency must obtain a Drug-free Workplace certification from the Vendor if the sole source procurement is \$50,000 or greater.

Cecala, Dianna

From: South Carolina Business Opportunities <noreply@mmo.sc.gov>
Sent: Thursday, December 9, 2021 10:03 AM
To: Cecala, Dianna
Subject: SCBO Advertisement Submission

WARNING: This message was sent from outside Horry-Georgetown Technical College. Please **DO NOT** click links or open attachments unless you recognize the source of this email and know the content is safe.

NOTICE:

- Please note that SCBO staff will be neither publishing ads nor processing registration requests when SC State Government offices are closed for the holidays on **12/24, 12/27, 12/28, and 1/3.**

Your SCBO advertisement (**AD# 28588**) has been submitted and will be reviewed by a member of our staff prior to publication. Please retain a copy of this email to serve as a receipt of your ad submission.

Please note that ads submitted after 12:00 pm may not be reviewed/published until the next business day.

The information you submitted for the advertisement is included below:

Category: Intent To Sole Source

Advertisement Date: Thu, 12/09/2021 - 00:00

Ad Title: Intent to Sole Source - PageUp People

Description:

HGTC intends to sole source a one-year extension for services provide by PageUp People to include recruitment, onboarding, and performance services for our HR department. This contract was previously bid. Value of agreement is \$59,009.24.

Right to Protest: If you are aggrieved in connection with the intended award of a contract pursuant to Section 11-35-1560, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest an award, you must (i) submit to the appropriate Chief Procurement Officer, in writing, your intent to protest within five (5) business days of the date that notification of intent to award is posted, and (ii) submit your actual protest within fifteen (15) calendar days of the date that notification of intent to award is posted in accordance with this code. Days are calculated as provided in Section 11-35-310(13). Both the notice of intent to protest and the actual protest must be in writing and filed with the appropriate Chief Procurement Officer within the time provided, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. Any intent to protest or actual protest must be submitted in writing to the Chief Procurement Officer, Information Technology Management Office (a) via email to protest-itmo@itmo.sc.gov, or (b) via USPS or any other carrier to 1201 Main Street, Suite 601, Columbia, SC 29201

Solicitation #: SS-0149

Submit Offer By: Mon, 01/03/2022 - 10:00

Direct Inquiries To: Dianna Cecala, Procurement Manager

Buyer Phone Number: 8433495207

Buyer Email: dianna.cecala@hgtc.edu



Horry Georgetown Technical College
20501 Hwy 501 E, Building 100
Conway, South Carolina 29526
United States

Date 8 December 2021

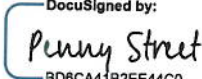
New York
Melbourne
Sydney
Singapore
Hong Kong
Philippines
London
pageuppeople.com

ABN 71 005 630 740

Dear Diana,

PageUp People Pty Ltd requests an extension of the Application Service Provider (ASP) Agreement for an additional twelve (12) months, commencing November 30, 2021. This extension is required in order to provide service continuity to Horry Georgetown Technical Colleges in relation to the Recruitment, Onboarding and Performance processes via the PageUp system. These technical services cannot be managed by other service providers/vendors at this time due to their service specific and continuous nature.

Sincerely yours,

DocuSigned by:

BD8CA41B2EE44C0...

Penny Street
Vice President Global Renewals
PageUp People