

**Sole Source
Written Determination**

Agency Identification: SC Department of Social Services – Office of General Counsel

Description of the agency need that this procurement fulfills: *(See instructions on last page for guidance)*

Provide case management software to track family court litigation and provide data for statistical and analytical purposes. Software must be compatible with existing CAPSS software utilized by Child Welfare Services staff.

Describe the Market Based on Research Performed: *(See instructions on last page for guidance)*

This is a specialized area of legal practice with no commercially available products offered. The need for data compatibility with a proprietary software system requires a customized system, and we have only been able to identify one company willing or able to provide that customized system. The vendor developed the current system in 2009 and has been providing ongoing support, enhancements, and training on a continuous basis since that time.

Sole Source Vendor Name: Spartan Technologies, Inc.

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 SC Code Ann § 11-35-1560 and SC Regulation 19-445.2105, Sole Source Procurement.

Description of supplies, construction, information technology, and/or services vendor will provide under the contract: *(See instructions on last page for guidance.)*

Continued technical support, system enhancements and training on the Legal Case Management System.

Explain why the described solution is the only solution that meets the agency's need and how no other identified solutions were sufficient. *(See instructions on last page for guidance)*

LCMS is a customized product developed in 2009 following a request for proposals state-wide, with Spartan Technologies being the only provider submitting a request. Spartan has continued to update, support and enhance the features of LCMS since 2009, with substantial upgrades to meet evolving needs for compliance with federal law, state law and agency policies. There are no other vendors who can offer support or enhancement services for LCMS at this time, and there are no viable commercially available options. Ongoing support services are necessary to prevent disruption of critical legal services and prevent delays in the court processes related to child welfare legal actions.

Note: Determination is not complete without required signatures and dates

Printed Name: _____

Date: _____

Title: Procurement Manager II

Approved by: _____

Approval Date: ___/___/___

Printed Name: Enter Authorized Approver Name

Title: Enter Authorized Approver Title

The last page contains instructions and is not required to be retained.

**Sole Source
Written Determination - Instructions**

Agency Identification: *(Provide Agency and Number)*

REVIEWED

By Shaneka Oliver at 8:50 am, Mar 12, 2026

Description of the agency need that this procurement fulfills:

(Do not describe the vendor solution that meets the agency's need. This is often accomplished best by describing the problem the agency is trying to solve.)

Describe the Market Based on Research Performed: *(Enter a description of the market based on research you performed for this procurement including such things as commercially available off the shelf products, vendors providing solutions in the market space, barriers to entry to the market space, benefits and types of customized solutions and how and by whom those solutions are provided.*

- *How were the specifications or scope of work developed?*
- *Will the product be obtained from a third-party vendor or reseller, or the manufacturer?*
- *Will the reseller assist or consult in the implementation?*
- *Length of time and place of delivery?*
- *What types of warranties or other performance guarantees are available in the market?*
- *How and by whom will training be provided?*

Document and retain market research in the procurement workpaper file.)

Sole Source Vendor Name: *(Provide Vendor Legal and dba Name)*

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 SC Code Ann § 11-35-1560 and SC Regulation 19-445.2105, Sole Source Procurement.

Description of supplies, construction, information technology, and/or services vendor will provide under the contract: *(Provide a description of the product(s) and/or service(s) identified that will meet the agency's need.)*

Explain why the described solution is the only solution that meets the agency's need and how no other identified solutions were sufficient. *(Provide an informed, objective explanation for the sole source procurement method, including the agency's factual grounds and reasoning as supported by the agency's market research. The agency's explanation should be based on its own conclusions supported by its description of the market space.*

- *Vendor assertions of product differentiation or availability may be obtained as part of market research and are valuable information in the agency's assessment of available solutions, but are not, by themselves, sufficient justification for a sole source determination.*
- *Please do not cut and paste vendor claims, content, or literature in this space.*

Recommend this section be pasted into the required public notice of intent to award without competition.)

Notes:

Authorized Approver signature is the agency head unless the agency head has delegated that authority in writing to someone above the level of procurement officer and provided written notification the MMO.

Approval Date: Sole Source Determinations are required to be approved **prior to contract execution**. The approver should hand write the date at the time of approval.

Drug Free Workplace Act: The agency must obtain a DFWA certification from the vendor if the sole source procurement is \$50,000 or greater.

Cost or Pricing Data must be addressed and documented in the file for any sole source procurement exceeding \$500,000