

**Sole Source  
Written Determination**

**Agency Identification:** SC Department of Social Services

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

Acumatica is an accounting system with the flexibility to incorporate the functions needed for all DSS county office use.

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

A review of the current market for accounting systems and financial management solutions reveals that while multiple vendors offer similar platforms, few are equipped to meet the specific needs of a statewide human services agency with embedded operations across 46 county offices.

**Sole Source Vendor Name:** Advanced Business Software

**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.)*

The South Carolina Department of Social Services (SCDSS) county offices use Acumatica web-based accounting software, Version 2019 R2, build 19.205.0023, which is monitored centrally by state office staff, with approximately 200 active users. This system provides IRS-compliant, password-controlled access to an accounting structure that accommodates the separate establishment and tracking of approximately 110 cash accounts and 2500 trust fund accounts and sub-accounts. The system also accommodates the use of up to 50 revenue general ledger accounts and up to 200 expenditure general ledger accounts-all trackable by county and in total, by fiscal year as well as for user-specified time periods. Non-cash accounts and subaccounts are indexed to individual county cash accounts. Access is differentiated as inquiry, update, or both by user.

**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)*

Acumatica is an embedded financial system that plays a critical role in fulfilling the agency's mission to support children and families across South Carolina. It ensures timely access to essential resources that promote sustainability and strengthen families. Transitioning to a new software platform across forty-six county offices, each with numerous staff, would result in significant disruption. Acumatica is already fully implemented statewide and replacing it would incur substantial costs in terms of time, funding, and manpower. These costs would far exceed the value of continuing with the current system. Renewing the existing annual support and maintenance agreement for Acumatica will: Ensure continuity of operations, maintain cost efficiency, and provide uninterrupted support for a vital and mission-critical solution. This approach safeguards the agency's ability to deliver services effectively and without delay, preserving the integrity of operations that directly impact vulnerable populations.

**Note:** *Determination is not complete without required signatures and dates*

**Required Signatures:**

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Printed Name:** Shaneka Oliver

**Title:** Procurement Director

**Sole Source  
Written Determination**

**Approved by:** \_\_\_\_\_

**Approval Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Printed Name:** Susan Roben

**Title:** Chief Financial Officer

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

**Sole Source  
Written Determination - Instructions**

**Agency Identification:** *(Provide Agency and Number)*

**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