

**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)*

SCDSS State Office Adoptions is required by statute (state and federal) to provide adoption and medical assistance to children adopted through foster care, no matter what state they reside in or what state the adoption occurred in. SCDSS needs to use the ICAMA System for case management and for the interstate delivery of Medicaid to children and youth. Under state statute 63-9-2000, we can enter into the agreement with AAICAMA to assist in the transmittal of the required documents to ensure this occurs. There are no other vendors who offer this system so we cannot complete a market comparison.

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

There is no market research performed as AAICAMA is the only provider authorized to handle this.

**Sole Source Vendor Name:** AAICAMA (the Association of Administrators of the Interstate Compact on Adoption and Medical Assistance)

**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 ICAMA System is a cost-effective, interactive, electronic platform and database created and sustained entirely by AAICAMA. Before the ICAMA System, states transferred Medicaid for ICAMA cases via ICAMA Forms sent by mail. This method was slow and unreliable. Families were not well-served, children's health services were delayed, and confidential information was open to compromise. The ICAMA System addresses these issues and saves time for both states and families. It is a valuable tool that reduces state administrative work and supports children's permanency in interstate placements and moves by ensuring the transfer of Medicaid to their new state of residence. The ICAMA System now also provides an additional service to states- the ability to interface with other, state systems. This increases efficiency and reduces state staff time across departments. AAICAMA provides training, education, and continuous support on the use of the ICAMA 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)*

The ICAMA System is the only interactive, electronic platform and database that offers these necessary services and resources to all 50 states, the District of Columbia, and Puerto Rico and provides the ability to interface with other state systems. ICAMA is created and sustained entirely by AAICAMA.

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Written Determination**

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

**Required Signatures:**

**Prepared by:** Melissa S. Lowe **Date:** 11/17/2025

**Printed Name:** Melissa S. Lowe

**Title:** FC & Adoption Support Program Manager

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

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

**Printed Name:** Susan Roben

**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)*

**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