

## INTENT TO SOLE SOURCE

In accordance with §11-35-1560 (A) of the SC Consolidated Procurement Code, it is the intent of the Medical University Of South Carolina (MUSC), to award without competition, a sole source contract in accordance with Regulation 19-445.2105 (B) to Surveillance Resources & Investigations (SR&I) LLC for criminal background checks.

MUSC has been contracting with SR&I since 2014 and since that time the Department of Human Resources Management (HR) have built numerous workflows customized to work with the SR&I system. Developing these workflows required a significant amount of man hours as each workflow was designed to meet the complexities of the various types of criminal background screens required in an academic medical environment

Employment Policy 04 states that a pre-employment background screen is required to successfully gain employment at MUSC. The MUSC Student Policy U-STU-003, states that a criminal background screen is a requirement for all degree-seeking, non-degree seeking students, distance-based students, and students returning from a leave of absence. Both of these areas are following the Joint Commission requirement that states “Staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services are expected to undergo verified criminal background checks when required by law and/or organization policy.”

The SR&I’s customized workflows and features have ensured compliance with the stated policies. Therefore, we must have a system that can incorporate the established customized workflows and features. In light of MUSC’s acquisition of a new ERP system, switching vendors at this time would be cost prohibitive because of the man hours involved in creating the customizations that within the year most likely will have to be redesigned again. Selecting a new vendor would also cause delays in background screens that have a detrimental impact on our research community. Accordingly, for the reasons stated above, the Procurement Officer has determined that SR&I is the only suitable and acceptable vendor to provide these services.

PROTESTS (MAY 2019) If you are aggrieved in connection with the intended award of this contract, you may be entitled to protest, but only as provided in §11-35-4210. To protest an intended award of a contract pursuant to §11-35-1560, you shall (i) notify the chief procurement officer in writing of your intent to protest within five (5) business days of the date this intent to award is posted, and (ii) if the appropriate chief procurement officer has been timely notified of your intent to protest, you may submit your actual protest within fifteen days of the date this notice of intent to award is posted. Days are calculated as provided in §11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided.

Any protest or notice of intent to protest must be addressed to the Chief Procurement Officer, Information Technology Management Office, and submitted in writing (a) by email to: protest-itmo@itmo.sc.gov or (b) by post or delivery to: 1201 Main Street, Suite 600, Columbia, SC 29201

This notice of intent is not a request for competitive proposals. Any responsible sources who wish to identify their interest and capability to provide these items must notify the Procurement Officer, Gerald McKee, at [mckeeg@musc.edu](mailto:mckeeg@musc.edu), by February 01, 2021 by 12:00am. Telephone responses will not be accepted. Upon receipt of the interested parties' notification, the Procurement Officer will determine whether to conduct a competitive procurement or proceed with sole source negotiations.