

**STATE OF SOUTH CAROLINA
SC DEPT. OF MENTAL HEALTH
SCDMH PROCUREMENT OFFICE
2414 BULL STREET, ROOM 201
COLUMBIA SC 29201**

**Intent to Award
Posting Date: February 25, 2020**

**Agency: SCDMH Administration
Buyer: Stephen Pullie, CPM, CPPB
Contact: Stephen.Pullie@SCDMH.ORG**

In accordance with §11-35-1560 (A) of the SC Consolidated Procurement Code, it is the intent of the SC Department of Mental Health to award without competition, a sole source contract in accordance with Regulation 19-445.2105 where this service is one of a kind from: DocuSign on the basis of:

SCDMH utilizes subscription based DocuSign in the departments Electronic Medical Records system to ensure medical documents are securely signed. The interface between SCDMH's EMR and DocuSign is not compatible with other applications. SCDMH requires this sole source to remain compatible with the outpatient EMR software due to the embedded based nature of this process and DocuSign is the only suitable and acceptable provider of this software. The anticipated annual cost is 126,103.32.

QUESTIONS/RESPONSES: Shall be addressed to the email address of the Procurement Officer indicated above.

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 seven (7) 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, Materials Management Office, and submitted in writing (a) by email to: protest-mmo@mmo.sc.gov or (b) by post or delivery to: 1201 Main Street, Suite 600, Columbia, SC 29201. Unless otherwise suspended or canceled, SCDMH will enter into a contract on March 11, 2020 for these services. Contractor should not perform work on or incur any costs associated with this notice prior to the receipt of the purchase order. SCDMH assumes no liability for any expenses incurred prior to issuance of a purchase order.