

South Carolina Business Opportunities

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Ad Category: Sole Source and Emergency

Notice Start Date: December 8, 2023

Notice End Date: December 23, 2023

Vendor Name: Ellucian Company L.P.

Contract Amount: 123000

Agency Procurement Manager: Dianna Cecala

Agency Procurement Manager Email: dianna.cecala@hgtc.edu

Agency Procurement Manager Telephone#: 843-349-5207

The Agency hereby provides notice that it intends to enter into a sole source contract per S.C. Code Ann. §11-35-1560 with Vendor for the following supplies, services, information technology, or construction:

HGTC wishes to sole source service hours for technical and functional support for our Banner ERP system. This will ensure our system and applications are current on the latest updates, provide programming support, and incident support.

Agency's justification for a sole source procurement may be viewed or immediately obtained at: Agency Procurement Manager (Listed Above)

PROTESTS:

Any actual or prospective bidder, offeror, contractor, or subcontractor aggrieved in connection with the intended award or award of this sole source contract, shall notify the appropriate chief Procurement officer in writing of its intent to protest within five (5) business days of the date this notice is posted. Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of this sole source contract and has timely notified the appropriate chief procurement officer of its intent to protest, may protest to the appropriate chief procurement officer in the manner set forth below within fifteen days of the date this notice is posted; except that a matter that could have been raised as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

A protest must be in writing, filed with the appropriate chief procurement officer, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. The protest must be received by the appropriate chief procurement officer within the time provided above. Days are calculated as provided in S.C. Code Ann. § 11-35-310(13).

Any Notice Of Intent To Protest And Protest Must Be Addressed To: Information Technology Management Officer

South Carolina Business Opportunities • SCBO Team • 1201 Main Street, Suite 600 • Columbia, SC 29201
803-737-0600 • scbo@mmo.sc.gov • <https://scbo.sc.gov> • <https://procurement.sc.gov>



OPEN TRADE REPRESENTATION

(S.C. Code Ann. §§ 11-35-5300)

The following representation, which is required by Section 11-35-5300(A), is a material inducement for the State to award a contract to you.

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor identified below, and, as of the date of my signature, the vendor identified below is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300.

Vendor Name (Printed) Ellucian Company L.P.	XXXXXXXXXX FEIN# 45-3767548
By (Authorized Signature) <i>Matthew Fell</i>	Date Executed 12/8/2023
Printed Name and Title of Person Signing Matthew Fell, Sr. Director and Assistant Treasurer	[Not used]



AFFIDAVIT

I certify that we will comply with Section 44-107-10, ET Seg., relating to the South Carolina Drug-Free Workplace Act to provide a drug-free workplace. (Note: this clause applies to any resultant contract of \$50,000.00 or more). The State of South Carolina has amended Title 44, Code of Laws of South Carolina, 1976, relating to health, by adding chapter 107, so as to enact the Drug-Free Workplace Act. (See, Act no. 593, 1990 Acts and Joint Resolutions.)

Vendor: Ellucian Company L.P.

2003 Edmund Halley Drive, Suite 500, Reston, VA 20191
Street or P. O. Box City State Zip

Telephone: 800-223-7036 Fax _____

Printed Name: Matthew Fell Email matt.fell@ellucian.com

By: Matthew Fell DocuSigned by: AC4874832085455 Sr. Director and Assistant Treasurer
Signature Title

Date: 12/8/2023

F.E.I.N: 45-3767548 or S.S. # _____

FAILURE TO FURNISH THIS AFFIDAVIT WILL RESULT IN THE DELAY OF PAYMENT/CONTRACT

THIS PAGE MUST BE SIGNED & RETURNED

Please return to: Horry Georgetown Technical College
PO Box 261966
Conway, SC 29528-6066
Attn: Dianna Cecala, Procurement Manager

Fax: 843/349-5270
Tel: 843/349-5207
Email: Dianna.cecala@hgtc.edu



December 13, 2023

Dianna Cecala
Horry-Georgetown Technical College
Building 1100 Room 104D
2050 Highway 501 E
Conway, SC 29526

RE: Ellucian Flexible Advisory Services

Dear Ms. Cecala:

Ellucian appreciates the opportunity to serve the technology requirements of Horry-Georgetown Technical College (the "College") and looks forward to continuing and strengthening our technology relationship in the coming years.


Ellucian is the only authorized vendor and exclusive licensor of numerous proprietary software and services products for the higher education marketplace. These products include, but are not limited to, Ellucian's Banner software solutions and products (the "Ellucian Software"). The Ellucian Software is fully developed, licensed, provided and maintained by Ellucian.

The Flexible Advisory Services currently proposed to the College are designed to extend and integrate with Ellucian's existing standard Customer maintenance and support services program by assigning a specific Ellucian advisor to the engagement, responsible for providing a customized level of additional product support for the Ellucian Software. In addition to providing personal subject matter expertise, this Ellucian advisor works closely with the existing Ellucian Customer support and maintenance teams to enhance such support delivered to the College, as further described in the services description and documentation provided to the College. The Ellucian advisor functions in a highly integrated role within the overall delivery of Ellucian's standard maintenance and support services and, therefore, it is not likely that another entity or contractor would be in a position to offer or provide the same level of such specialized services. Further, and in this regard, Ellucian does not maintain a service provider certification program for these Flexible Advisory Services.

As it pertains to the Ellucian Software, Ellucian protects its intellectual property interests by carefully safeguarding distribution of the software, in whole and in part. Ellucian's licensees are required to execute a license or subscription agreement pursuant to which the users, at an institution level, agree to use the Ellucian Software, as applicable, only for the purpose of conducting in-house, non-commercial computing operations (including in-house training) and further agree to limit use of the Ellucian Software to those employees with a need to know. The Ellucian Software is protected under the copyright laws of the United States and the trade secret laws of several states. Ellucian employs industry-standard measures, both legal and technical in nature, to protect the investment that its licensees make in the Ellucian Software. Accordingly, Ellucian has no authorized services providers or distributors that provide the Ellucian Software in the United States.

If I can be of further assistance, please do not hesitate to call. Many thanks for your consideration.

Sincerely,

DocuSigned by:

775D5CBC8950F402...
Anna Hendricks
Account Executive

2003 Edmund Halley Drive, Suite 500
Reston, Virginia 20191, USA
Toll Free: +1800.328.2835

www.ellucian.com

Date: Click or tap to enter a date.

Notes:

**Authorized signature is the agency head unless the agency head has delegated that authority.
Delegation of authority must be submitted to the Materials Management Officer in writing.**

The Agency must obtain a Drug-free Workplace certification from the Vendor if the sole source procurement is \$50,000 or greater.

JUSTIFICATION FOR #SS0187-23
SOLE SOURCE PROCUREMENT

Agency: Horry Georgetown Technical College

Sole Source Vendor: Ellucian Company L.P.

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

Description of the Agency need that this procurement meets: Horry-Georgetown Technical College (HGTC), has had significant turnover in the area of Information Technology, specifically the personnel who support and maintain the College's Banner ERP system. HGTC is in need for technical and functional support to maintain the technologies that make up the ERP and to ensure ongoing monitoring and performance meets the needs of HGTC to continue to operate effectively, specifically for the need of the Financial Aid office.

Description of market research Agency performed to determine the availability of products or services that would meet the Agency's needs: Contacted Ellucian, please see the attached sole source letter.

Description of supplies, construction, information technology, and/or services Vendor will provide under the contract: Ellucian is vendor who creates, maintains, and provides Ellucian Banner software to its customers. Ellucians managed services will provide direct technical support to ensure our systems and applications are current on the latest updates, provide programming support, and incident support. Ellucian will provide direct support services for the following Ellucian products: Banner Core, Ellucian Solution Manager, Ellucian Banner Finance, Ellucian Banner Financial Aid and provide application development to programs such as HGTC's student Financial Aid disbursement file, Financial Aid award programs (SCWINS), and the upcoming FAFSA changes being delegated by the Department of Education. Along with programming, Ellucian will provide a senior consultant who understands the business needs, proposes application process changes, and relays the changes to the Ellucian Financial Aid programmer.

Detailed explanation why no other vendor's supplies, construction, information technology, and/or services will meet the needs of the Agency: Ellucian is the only vendor who can intimately guide HGTC through best recommendations based on our needs and their future roadmap for the ERP. Ellucian has intimate knowledge of how to maintain, support, and perform system analysis reviews for the purpose of improving HGTC's usage of the entire ERP stack of applications. If HGTC contracted a second vendor to assist with programming needs, this would add significant risk to the ERP. Having Ellucian consultants manage all modules and programming needs, eliminates this risk as they all meet weekly to discuss upcoming changes and adhere to a strict documented change control process to ensure all parties actively working in the ERP are aware of any potential changes to Banner. The Ellucian senior functional consultants are the only consultants who work directly with Ellucian programmers who will be designing the Banner baseline code for HGTC.

Authorized Signature

Printed Name: Click or tap here to enter text.

Title: Click or tap here to enter text.


12/7/2023

Signature Certificate

Reference number: UHDKW-3I3IW-QDKUM-6GQEJ

Signer

Timestamp

Signature

DAWN BRAJKOVICH

Email: dawn.brajkovich@ellucian.com

Sent:

27 Dec 2023 14:43:38 UTC

Viewed:

27 Dec 2023 15:09:18 UTC

Signed:

27 Dec 2023 15:09:39 UTC

DAWN BRAJKOVICH

Recipient Verification:

✓ Email verified

27 Dec 2023 15:09:18 UTC

IP address: 100.14.54.120

Location: West Chester, United States

Document completed by all parties on:

27 Dec 2023 15:09:39 UTC

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Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 50,000+ companies worldwide.



- Client will allow required firewall configuration changes for LifeLine appliance authentication and access.
- Client is advised that with respect to the onsite visit by Ellucian, an onsite visit may require up to 8 hours for travel in each direction, resulting in no more than twenty-four (24) hours/week for onsite services.

Service Activities are performed during Normal Business Hours. Ellucian acknowledges that there are situations where scheduled Service Activities may fall outside of Normal Business Hours, for example, production changes that must be completed outside of Client business hours to avoid Client disruption. For these situations, Service Activities may be performed outside of Normal Business Hours as mutually agreed to by Client and Ellucian.

If Service Activities require remote access by Ellucian to customer on-premise systems then that access will be via Lifeline as provided for in the LIFELINE SECURE SERVICE section of this SOW or comparable Ellucian-provided solution.

Client Specific Responsibilities

Throughout the Managed Services Term defined in the Order Form, Client must:

- be and remain current on payment of software support services fees for the Ellucian software solutions that correspond to the particular Managed Service(s) under contract; in the event that Client drops software support services for the corresponding solution(s), such termination or expiration of software support services will not operate to terminate the Managed Services Term or otherwise limit, reduce, terminate, or affect Client's payment obligations under the Order Form;
- complete testing application changes in a test environment;
- upon completion of testing activities, Client must sign off indicating the readiness to move to the pre-production or production environments;
- designate up to 4 points of contact for each Support Team under contract;
- cooperate with Ellucian in providing timely and relevant information as requested by Ellucian.

LIFELINE SECURE SERVICE (SECURE REMOTE ACCESS FOR SUPPORT SERVICE)

General Service Description

LifeLine offers a consistent and secured ability to engage support from remote Internet locations for local, regional, and central staff with rights and privileges granted by Ellucian's management. LifeLine addresses the particular needs of the Client in the areas of Managed Services (as further described in this SOW), by providing Ellucian a secure communication pathway staff into the Client's network.

The services in this section LIFELINE SECURE SERVICE apply if Ellucian access to Client's network is necessary to perform services in this SOW. If Ellucian access to Client's network is not necessary to perform services in this SOW then the services in this section LIFELINE SECURE SERVICE will not be provided.

Ellucian's Support Operations Staff will work with the site management team and appropriate security staff to define those user rights that are to be granted to the various support groups. All authorized access is based on group settings in an Active Directory server located at the Ellucian facility.

Specific LifeLine Services

Ellucian will:

- Provide necessary hardware to enable LifeLine service;
- Work with site staff to deploy and connect LifeLine appliance to Client's network;
- Work with Client staff to define those user rights that are to be granted to the engaged support services;
- Maintain hardware and device operating systems, patches, and upgrades including preliminary testing of all patches and upgrades in a test environment before deployment to production environments;
- Provide for user provisioning and de-provisioning centrally; and
- Monitor the LifeLine appliance on a 24x7 basis for availability.

Licenses and Ownership

LifeLine and all its elements will remain the property of Ellucian. Client will have no right, title or interest therein except the limited rights of access and use as specified above. All repairs made to the LifeLine appliance are the responsibility of Ellucian.

Client Responsibilities Specific to LifeLine Service

- Client will provide Ellucian with physical access to supported equipment as needed for onsite activities.

Financial aid applications; packaging and disbursement; managing funds; student employment and federal/institutional work study; processing loans; satisfactory academic progress.

Finance

Managing external interfaces; purchasing goods and services; accounts payable; fixed assets; managing the chart of accounts and journal entries; developing the annual budget; sponsor programs (pre and post award); endowments; non-student accounts receivable; travel and expense.

Human Resources

Processing new hires and faculty contracts; position control; employee records; benefits administration; processing payroll; employee leaves; employee separations.

Programming

Colleague Envision; Colleague ELF; Experience custom cards; Banner PageBuilder; Banner Workflow; Ellucian Workflow; Ellucian Insights reporting; Evisions Argos reporting; Entrisik Informer reporting; Microsoft SSRS reporting; IBM Cognos reporting; Automic automation; ISE Job Scheduler automation; Oracle PL/SQL; Oracle Pro*C; Microsoft T-SQL; Java; React.JS; Ellucian Data Connect; CSS; WordPress; Drupal; Microsoft .NET C#/VB.

Level of Service

As Support Team members perform Service Activities their effort is measured as FTA Usage. Each Service Activity Tier has an associated Usage Multiplier as defined here.

Service Activity Tier	Usage Multiplier
Support and Reporting	75%
IT and Business Operations	100%
Advisory & Consulting	150%

The total FTA Usage for Service Activities in a Service Activity Tier is multiplied the Usage Multiplier to give the Tier FTA Usage. The total Tier FTA Usage across all Service Activity Tiers is the Service FTA Usage.

Ellucian will provide customer with access to monthly information on the Service FTA Usage relative to the Service FTA.

Service Operations

Where appropriate, Ellucian adheres to an Information Technology Infrastructure Library ("ITIL") framework for service transition and service operation. Ellucian will provide the following in support of service requests ("Requests").

- Deploy an ITIL-consistent Information Technology Service Management ("ITSM") tool that supports service request fulfillment.
- Deploy a self-service web portal for Client to use to create Requests and to view the status of open Requests.
- Provide necessary training to Client IT staff on the creation of Requests via the ITSM self-service web portal.
- Provide email notifications regarding status and progress of Requests.

Ellucian will consult with Client on the prioritization of Requests and perform work in a manner consistent with Client priorities.

Normal Business Hours are defined as 8:30 a.m. to 5:00 p.m. in a single time zone as mutually agreed to by Client and Ellucian. Normal Business Hours exclude all Ellucian documented holidays, scheduled vacation, planned or unplanned sick time, and other approved absences from Ellucian.

Assisting end-users with the us for ad hoc query and reporting tools; development and maintenance of reports, dashboards and reporting data sources associated with Ellucian solutions.

Service Activity Tier - IT and Business Operations

Business office operational support

Performing end-user activities associated with Ellucian solutions under Client supervision.

Exclusion: activities associated with financial aid processing are excluded from this SOW.

Operational data analysis and reconciliation

Analysis of data from applications in support of business office operations. Reconciliation of data differences between applications.

Exclusion – reconciliations as part of financial aid operations are outside the scope of this SOW.

Programming activities

Application programming activities including maintenance and development. In addition to changes to application source code, this includes scripting, process automation, workflows and extensibility development. Programming of reports and dashboards is treated separately and is not included here (see Reporting support and development).

Technical troubleshooting

Investigating application errors to identify the root cause and recommend corrective action. This application-level troubleshooting does not include troubleshooting of database, middleware or network components.

Service Activity Tier - Advisory & Consulting

Solution advisory services and functional consulting

Advice and guidance on effective application configuration, usage and business processes. Analysis and recommendations on improving current state of application usage and associated business processes. Knowledge transfer to Client on effective practices.

Technical advisory services and technology consulting

Advice, guidance, technology planning and architecture definition associated with technology.

Operational and project leadership

Coordinating and planning activities. Monitoring and status reporting on activities. Team leadership. Project management activities such as scope and risk management. Personnel management of Client employees is excluded.

Exclusions Related to Service Activities

Ellucian is not a Third-Party Servicer as defined by the United States Department of Education and so Ellucian does not perform business process operations associated with financial aid.

Service Areas of Expertise

Areas of Expertise are knowledge domains for which Support Team members are reasonably available. Areas of Expertise may apply to one or more of the Service Activities.

Student

Admissions recruitment relationships; recruiting prospective applicants; undergraduate applicants, relationships, and communication; graduate and professional applicants, relationships and communication; non-degree and continuing education students, relationships and communication; programs and curriculum; class scheduling; student registration; grades and academic standing; advising and withdrawals; auditing and awarding degrees; learning support.

Financial Aid

Support Team

During the Managed Services Term, Ellucian will:

- Designate one or more members of a Support Team to perform Service Activities. Support Team members will have skills included in the section Services Areas of Expertise
- Designate one or more Support Team members as a Primary Support Contact to coordinate Service Activities. Each Primary Support Contact will have responsibility for a set of related Service Activities.

A Primary Support Contact will:

- Work with Client to gain an understanding of their goals, priorities, processes and challenges to be addressed by the Support Team
- Hold a regular conference call up to once a week with Client's points of contact
- Be reasonably accessible by telephone and/or email during Normal Business Hours

Additional Support Team Members

- If the Service FTA is less than 0.4 FTA then the Primary Support Contact may be the only member of the Support Team.
- Ellucian may designate additional members of the Support Team based on factors including but not limited to Client needs and associated skillset requirements, Ellucian staff availability, and Service FTA of this SOW.

Support Team Composition

Ellucian will designate Support Team members aligned with the needs identified by Client. Client may request changes to Support Team composition based on evolving needs. Ellucian will accommodate the requested Support Team changes subject to staff availability and recommends that changes be requested at least 30 days in advance.

If the designated Primary Support Contact is out of the office for an extended period due to vacation or illness, then Ellucian will provide an alternate point of contact.

In the event of an Ellucian-initiated change in a Primary Support Contact, Ellucian will consult with Client to integrate a replacement Support Team member quickly and appropriately into the services process.

Service Activity Definitions

This section defines the available Service Activities. Services Activities are grouped into Service Activity Tiers as shown by the following grouping.

Service Activity Tier - Support and Reporting

End-user application support

Answering end-user questions on application usage; executing application security changes using the application user interface; executing application configuration changes based on end-user requests. Web mastering and content management.

Application functional troubleshooting

Investigating application errors and data issues through the use of the application user interface and ad hoc query tools.

Application operations and process monitoring

Executing application processes in response to end-user requests or defined schedules; monitoring application processes for normal completion.

Reporting support and development

MANAGED SERVICES

PURPOSE OF STATEMENT OF WORK

This Statement of Work ("SOW") details the Services (the "Services") to be delivered by Ellucian. The Client and Ellucian each have tasks, responsibilities and deliverables that are required in order to facilitate and enable the effective delivery of the Services. The actual committed responsibilities for Ellucian and Client are set out in the specific description of responsibilities below.

The parties acknowledge that Ellucian's delivery of the Managed Services under the Order Form will require planning and preparation in advance of active consultation between Ellucian and Client (to assign personnel, schedule a kick-off call with Client, and prepare content for delivery of Advisory Services). Ellucian requires a minimum of ten (10) business days following the Execution Date to ramp up such planning and preparation (the "Preparatory Work"), which Preparatory Work will be commenced by Ellucian after the Execution Date. Depending upon the specific Commencement Date applicable under the Order Form, the Preparatory Work may prevent active consultation for the initial two weeks of the Term (as defined in the Order Form to which this Attachment A is attached); however, no credit or reduction of fees will be provided to Client and no extension of the Term will apply in the event of overlap between the Preparatory Work and the Term. As used herein, any reference to "Managed Services Term" shall have the same meaning as "Term" is defined in the Order Form.

The term "Full-Time Allocated Resource(s)" (or "FTA") means one or more Ellucian employee(s) provided by Ellucian during the Term identified within the Order Form to which this Attachment A is attached, for the fees payable thereunder, to provide Managed Services in his/her/their area of functional or implementation specialization to Client during normal business hours (allowing for Ellucian training time, administrative time, sick time and vacation time), including the provision of such services on a remote basis and, upon request and upon agreement for payment of additional fees on-site at Client's facility. For the avoidance of doubt, the Full-Time Allocated Resource(s) provided by Ellucian hereunder will be provided on a fraction of full-time basis as reasonably determined by Ellucian, in consultation with Client, up to the FTA percentage defined in the Order Form.

MANAGED SERVICES – FLEXIBLE ADVISORY SERVICES - SCOPE OF SERVICES

Definitions	
Service FTA	The contracted level of service, expressed as a fraction in the Order Form
Support Team	The Ellucian service delivery team member(s) performing Service Activities included in this SOW.
Service Activity	Work performed by the Support Team. The available Service Activities that may be performed are defined in the section Service Activity Definitions of this SOW.
Service Activity Tier	A collection of one or more Service Activities as defined in the section Service Activities Definition of this SOW.
Usage Multiplier	The usage multiplier for a Service Activity Tier.
Delivered FTA	The average effort expended by the Support Team on Service Activities for a specified time span.
Tier FTA Usage	The sum of the Delivered FTA for all Services Activities within a Service Activity Tier.
Service FTA Usage	Tier FTA Usage multiplied by the Usage Multiplier of that Service Activity Tier.

Ellucian Staffing

Ellucian will designate personnel for the roles defined in this Section Ellucian Staffing.

Engagement Manager

During the Managed Services Term, Ellucian will:

- Designate an Engagement Manager to work with Client to establish priorities, coordinate Service Team composition, monitor Client satisfaction, and to serve as a point of contact for questions and issues related to services provided in this Scope of Services. Effort by the Engagement Manager does not count towards the Service FTA Usage.

subsequent Contract Year(s) after the Expiration Date, Ellucian will invoice Client for the full Contract Year and Client's payments will be due and payable within thirty (30) days from the date of invoice(s).

By the execution below, each party represents and warrants that it is bound by the signature of its respective signatory for this non-cancelable Order Form. Except as expressly amended by the Order Form, the terms of the Agreement remain unchanged and in full force and effect; any fees due under the Order Form are in addition to and not in lieu of fees already due or scheduled to come due under the Agreement. Client has not relied on the availability of either any future version of any software or any future software product or service.

Ellucian	Client	Horry-Georgetown Technical College
By:	<i>DAWN BRAJKOVICH</i>	By: <i>Dianna Cecala</i>
	<i>Authorized Signature</i>	<i>Authorized Signature</i>
Name:	Dawn Brajkovich	Name: Dianna Cecala
	<i>Printed</i>	<i>Printed</i>
Title:	Sr. Director, Accounting Revenue Operations	Title: Procurement Manager
Date:	12 / 27 / 2023	Date: December 27, 2023

The later date of signature above is the "Execution Date" of this Order Form.
The pricing contained in this Order Form is valid only if the Execution Date occurs on or before December 22, 2023.

Client Accounts Payable Contact Information:
Name: Kelsey Todd
Address: 2050 Hwy 501 E
City, State, Zip: Conway, SC 29526
Email Address: kelsey.todd@hgtc.edu and accountspayable@hgtc.edu
PO# (if applicable)



ORDER FORM

This Order Form (the "Order Form") is made by and between **ELLUCIAN COMPANY L.P.** ("Ellucian") and Horry-Georgetown Technical College ("Client"). This Order Form is subject to the terms and conditions of the most recent underlying agreement between the parties related to licensing software, providing professional services and/or providing software support services or maintenance, as applicable (collectively, the "Agreement"). This Order Form will constitute a separate and independent contract between the parties hereto.

In consideration of the fees payable under this Order Form, Ellucian agrees to provide to Client with Ellucian's Managed Services, as identified in the Managed Services Table below and described in the Statement of Work attached hereto as Attachment A, which is incorporated by this reference, in accordance with the terms and conditions set forth in the Agreement as modified by this Order Form. The Managed Services provided under this Order Form are limited in both time and scope as outlined herein and in Attachment A, and the fees payable under this Order Form are in addition to any fees due under separate written agreement(s) or order form(s) between the parties. In performing the Managed Services under this Order Form, Ellucian may use a combination of remote services, centralized services, and onsite services, using personnel worldwide.

Term. The period commencing on the Beginning Date and continuing until the Expiration Date (each as specified in the Managed Services Table below) is the "Initial Term." After the Expiration Date, this Order Form will not automatically renew such that Ellucian will have no prospective obligation to provide Client with Ellucian's Managed Services beyond the Expiration Date absent a subsequent written agreement between the parties extending the Initial Term or otherwise renewing this Order Form for successive periods of twelve (12) months at Ellucian's then-current rates. If the parties execute a subsequent agreement to extend the Initial Term or renew this Order Form, then the Initial Term combined with any such renewal Contract Year(s) is referred to herein as the "Term."

MANAGED SERVICES TABLE:				
Description ^{1,2}	FTA	Beginning Date	Expiration Date	Fee
Flexible Advisory Services	0.75	1.1.2024	6.30.2024	Included
TOTAL MANAGED SERVICES FEE (for Contract Year ending June 30, 2024)				\$123,000

Notes:

¹ For product descriptions and service standards, see www.ellucian.com/contracts-and-documentation.

² For a description of the services identified in this Order Form, see the Statement of Work attached to this Order Form as Attachment A.

Contract Year. As applicable, the term "Contract Year" means each period of twelve (12) months commencing on July 1 during the Term.

Payment Terms. With respect to the Managed Services to be provided pursuant to this Order Form during the Managed Services Term, Ellucian will invoice Client for the Total Managed Services Fee specified in the Managed Services Table above in two (2) quarterly payments on the following dates: (1) \$61,500 on January 1, 2024 and (2) \$61,500 on April 1, 2024. Client's payment of the quarterly Managed Services Fees shall be due thirty (30) days from the date of each Ellucian invoice. For any

Horry-Georgetown Technical College
JS/MJC

S0097-A-262291 - 120123

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**REQUEST FOR MAJOR EQUIPMENT
OR SERVICE OVER \$25,000**

If State Contract is not available, then:

- \$25,000 - \$50,000 – Must Be Advertised for Quotes
- Greater than \$50,000 – Requires an Advertised bid (IFB) or request for proposal (RFP). Contact Procurement.

Department Name: IT

Requester Name: Terry Quaresimo

Department Head (up to \$1,000): _____

Academic Dean/Director (\$1,001 - \$2,500): _____

Vice President (over \$2,500): Terry Quaresimo

President (over \$10,000): _____

Cabinet Chair: Lari Roper Haide Affanley

Vendor Information: (If new, attached W9)

Name: Ellucian/ J00006288

Address: _____

City/State/Zip _____

Phone Number/E-mail _____

QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL
1	EACH	Flexible Advisory Services - Addition/ change order to existing PO (P0039684)	123,000	123,000
		<u>P00 40707</u>		
			TOTAL	123,000

*PER CABINET'S EMAIL APPROVALS
WFR OF 12/1/2023 .
SEE ATTACHED*

PURPOSE OF REQUEST: Additional consulting services in support of critical Financial Aid projects and disbursement issues. Cabinet approved on 12/5/2023.

STRATEGIC GOALS & OUTCOMES:

ACCOUNTING USE ONLY

FOAPAL 91504 (C) FOAPAL 91504-91001-7158-50-BANTER

FOAPAL _____ FOAPAL _____ 12-7-23

Source of Funds: DEPT. _____ GRANT _____ INSTITUTIONAL _____ SEFAC _____



**HORRY GEORGETOWN
TECHNICAL COLLEGE**
2050 Hwy 501 E Conway, SC 29526
(Phone) 843-349-7830 (Fax) 843-349-5270

Vendor:

H00006288
Ellucian Company L P
4375 Fair Lakes Court
Fairfax VA 22033

PO Number:	P0040707
Issue Date:	01/02/24
Request No:	
Fiscal Year:	24

Billing Address: Horry Georgetown Technical College
Attn: Accounts Payable
PO Box 261966
Conway, SC 29528
Or Email To: AccountsPayable@hgtc.edu

Ship to: N/A
No Shipping Required

PO NUMBER MUST BE ON YOUR INVOICE

Requestor: Terry Quaresimo/Jane Hager

HGTC Shipping and Receiving Hours ALL CAMPUSES
8AM - 4PM: Mon-Thurs 8AM - Noon: Friday

Terms NET 30

Description	Quantity	Unit Cost	Total Cost
THIS IS A SOLE SOURCE PURCHASE SS Documents attached Fully Executed Agreement Attached Term: January 1, 2023 - June 30, 2024 Project Coordinator - Terry Quaresimo Flexible Advisory Services - Support Services	1.00 EA	123,000.0000	123,000.00

Email: contract-purchase-orders@ellucian.com

TOTAL: 123,000.00

PRICING IS DEEMED TO BE FAIR AND REASONABLE

Account Codes

91504-91001-7158-BANTEC

\$123,000.00

Purchasing Agent: Dianna Cecala