

**JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT**

Agency: South Carolina Department of Motor Vehicles, SCDMV

Sole Source Vendor: Kopis, LLC

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: The SCDMV website is critical to the operations of the agency. It serves as the hub for public information and the gateway to secure transactions that provide online services to the agency's diverse public constituents, business customers and law enforcement.


Description of market research Agency performed to determine the availability of products or services that would meet the Agency's needs: Through a RFP, SCDMV contracted with NWN Corporation to design, develop, and maintain the SCDMV website in 2016. Kopis, LLC later purchased the development arm of NWN in 2018. The contract was transitioned to Kopis through the novation process. Due to the custom framework and code created by Kopis, a different website support company would be unable to provide ongoing support and maintenance without significant business impact requiring interruptions and major changes.

Description of supplies, construction, information technology, and/or services Vendor will provide under the contract: One Year Extension of Maintenance and Support for DMV Website from 8/1/2024 through 7/31/2025

Detailed explanation why no other vendor's supplies, construction, information technology, and/or services will meet the needs of the Agency: The criticality and strategic nature of the SCDMV website requires the agency to ensure the website is properly maintained and supported. As with all high-impact, high-visibility software projects, risks can be substantial if not recognized and controlled. Kopis is uniquely positioned to provide support for the SCDMV website. The underlying code utilizes custom framework and content objects created by Kopis for the SCDMV. In addition, Kopis has developed a deep understanding of the change management and security practices of the SCDMV. Clearance, connectivity, and experience with the SCDMV has been established with Kopis. In addition, there has been a track record of successfully supporting the website with quality service, budget conformance, and strong partnership with the SCDMV team. The scope of services would be: Content Object Maintenance, Website Support, SEO scans, ADA compliance, Security updates and Software patches. The level of effort and risks associated with onboarding a new partner to maintain custom content objects developed by Kopis would require the agency to undergo a significant project without bringing value to the agency. Also, SCDMV requires the vendor to respond quickly to development requests when new online transactions needs are identified or required by legislation. Given the unwarranted level of effort and risks, it is recommended that sole source status be granted. This will allow the SCDMV to mitigate risks, maintain support, and avoid the internal effort of onboarding a new provider that is not familiar with the code or environment. The future of the agency's website content and design will be

8/9/2021

factored into the State's strategic direction for the Digital Government Services initiative led by Department of Administration.



Authorized Signature

Printed Name: Adam Wagnblas

Title: Director of Administration

Date: 7/9/2024

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.