

**JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT**

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

This agency proposes to procure software modifications for Emphasys Investment Management and Control and Compliance Monitoring modules at a total cost of \$45,900.00:

1. Construction Physical Inspections - Allow for tracking of additional information that was not specified in the original RFP but will allow for improved processing, results documentation and auditing of construction inspections. \$25,650.00
2. Ability to track a 50% Lease up Date (date 50% of units were leased up in the Project) for Tax Exempt Bond Projects in addition to the Minimum Set-Aside Lease up Date already in the Emphasys Compliance module. \$7,200.00
3. Addition of a comment field to the Awards Approval page for documenting reasons for the increase or decrease of an Award amount after the initial Award Reservation was determined. \$5,400.00
4. Add De-obligation Reason field to Application Page of the Investment Management and Control for the purpose of tracking projects with accepted applications that do not reach a Placed in Service Status. Migrate list values and Project status values from legacy software. \$ 7,650.00

(1)

as a sole source procurement from Emphasys Computer Solutions, DBA Emphasys Software, 9675 117th NW, Suite #305, Medley, Florida 33178.

(2)

On the basis of: The above modifications were not included in the original RFP but are changes that would further improve processing, reporting, auditing, preparation of Freedom of Information (FOIA) requests, tracking of developer performance while reducing the amount of staff time that is currently being spent on these tasks. Agency staff currently tracks this information using other methods and adding it to the software would eliminate dual recording keeping. The construction inspection modifications will aid the agency in reducing risk in our inspection process by allowing for a systemic method of storing and sharing progress and findings, improving the construction oversight of single and multifamily dwellings and provide better consistency across multiple programs. The other modifications will better enable either our underwriters or awards management staff to have better visibility where projects have either had award changes that need to be documented or have failed to meet all the requirements necessary for the award to be finalized or will allow the Compliance Monitoring staff to ensure that the Tax Exempt Bonds properties are being monitored for the correct compliance period especially when the project has combined funding with Low Income Housing Tax Credits (LIHTC), HOME Investment, National Housing Trust Fund and/or SC Housing Trust Fund each of which may have different compliance periods. The competitive award cycles for the LIHTC projects are heavily subject to FOIA requests so good documentation that is easily reportable beneficial to the agency for responding to such requests.

<u>9/23/2020</u>	<u>SC State Housing Finance Authority</u>	<u>Bonita Shropshire</u>	<u>Executive Director</u>
DATE	GOVERNMENTAL BODY	AUTHORIZED SIGNATURE	TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.