



INTENT TO SOLE SOURCE

Final Forms
Registration and Enrollment
Software Lexington County
School District One 100 Tarrar
Springs Road
Lexington, SC 29072

RELEASE DATE: February 21, 2024

RESPONSE DEADLINE: February 28, 2024, 5:00 pm

RESPONSES MUST BE SUBMITTED

ELECTRONICALLY TO:

emarsh@lexington1.net

Lexington County School District One
GENERAL SOLICITATION

Intent to Sole Source- Registration and Enrollment Software

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1. INTRODUCTION

1.1. Summary

Lexington County School District One intends to sole source registration and enrollment software. [1.2. Contact Information](#)

Elizabeth Marsh, CPPB, NIGP-CPP

Director of Procurement

100 Tarrar Springs Road Lexington, SC 29072

Email: emarsh@lexington1.net Phone: [\(803\) 821-1176](tel:(803)821-1176)

Department:

Information Technology

1.3. Timeline

Release Project Date	February 21, 2024
Submission Deadline	February 28, 2024, 5:00pm
Contractor Selection Date	February 29, 2024

2. PROJECT DETAILS

Lexington County School District One provides notice that it intends to enter into a sole source contract per Lexington County School District One Code section 2105 with a Vendor for the following services:

Software for registration and software with FinalForms.

Amount- \$69,250.00

2.1. Scope of Work or Project Details

The selected contractor will provide installation, training, software and support for the FinalForms registration and enrollment software.

The basis for intended sole source includes:

- FinalForms is the only software available that allows district personnel to see parents' and student information changes in real time on a single screen with direct integration with the district's PowerSchool SIS. Other software does this in cadence batches.
- FinalForms Is the only Enrollment provider that has direct parent support for their product, taking the burden off of district personnel. Final Forms also is the only provider to prepopulate items for a second sibling based on data submitted for another sibling.

- FinalForms interface allows parents to update data throughout the school year and notify the school that data has changed with direct integration with the district's PowerSchool SIS.

Intent to Sole Source- Registration and Enrollment Software

3. VENDOR SUBMISSIONS

3.1. Intent to Sole Source Requirement*

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 Chief Financial Officer, and Director of Procurement, 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 Chief Financial Officer, and Director of Procurement, of its intent to protest, may protest to the appropriate Chief Financial Officer in the manner set forth below within five (5) days of the date this notice is posted.

A protest must be in writing, filed with the Chief Financial Officer, and Director of Procurement, 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 Chief Financial Officer, and Director of Procurement, within the time provided above.

Any notice of intent to protest and protest must be addressed to:
**Chief Financial Officer, Jennifer Miller, jmiller@lexington1.net and,
Director of Procurement, Elizabeth Marsh, emarsh@lexington1.net**