

State Fiscal Accountability Authority
8/9/2021

JUSTIFICATION FOR EMERGENCY PROCUREMENT

Agency: Winthrop University

Emergency Vendor: DoubleTree Resort by Hilton

Agency has contracted with or plans to contract with Emergency Vendor for the supplies, services, information technology, or construction described below per S.C. Code Ann. §11-35-1570 and S.C. Regulation 19-445.2110, Emergency Procurement.

Describe the nature of the emergency condition and the resulting immediate threat to public health, welfare, critical economy and efficiency, or safety that this procurement responded to: Hundreds of CERRA participants are scheduled for this conference facilitated through this vendor. It is critical to pay the vendor now in order to ensure program continuity and fiscal efficiency. Changing vendors could mean conference cancellation, financial loss, and hinder student completion within the CERRA program.

Description of the facts and circumstances giving rise to the above describe emergency condition and threat: Significant changes in leadership and enforcement of policy and procedure caused the procurement and payment process to be misunderstood before an urgent need arose to pay the vendor since no other safe, economical, or efficient alternative exists.

Basis for Selection of the Vendor – include a description of competition Agency conducted or will conduct, if any, and explain why more extensive competition was/is not practical under the circumstances: Alternatives are not practical at this imminent stage of the process. Originally, this vendor was selected because they were the only vendor in the area selected to meet the specific event criteria including the city/state and space offerings with the appropriate on-site support necessary for the event.

Description of supplies, services, information technology, or construction: Conference and hotel stay for CERRA Junior Conference between March 27, 2025 and March 29, 2025. Hotel must be able to provide ballroom, office, registration space, reception space with room for 225 attendees within Myrtle Beach, SC with needed technology for scheduled presentations.

Signed by:



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Authorized Signature

Printed Name: Kevin Butler

Title: CFO and Vice President for
Finance and Business Affairs

Date: 2025-03-13 | 8:44 AM EDT

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.**

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