

**JUSTIFICATION FOR  
EMERGENCY PROCUREMENT**

Agency: Winthrop University

Emergency Vendor: Hart Travel Partners LLC

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: Winthrop students are scheduled to travel abroad on a trip facilitated through this vendor. It is critical to pay the vendor now in order to ensure trip and program continuity, as well as safety and wellbeing of those traveling. Changing vendors could mean trip cancellation, inadequate travel protections (for special visas, passport, insurance), significant cost increases, complications with travel reservations which would create uncertainty and potentially unsafe conditions.

Description of the facts and circumstances giving rise to the above describe emergency condition and threat: Significant changes in leadership, 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 travel itinerary. Originally, this vendor was selected because they were the only vendor to meet specific study abroad program criteria including the country/state/city and course offerings/program activities/academic curriculum selected by students as well as the appropriate on-site support necessary to ensure their care and support.

Description of supplies, services, information technology, or construction: Academic experience that includes services such as on-site orientation, specific academic coursework in alignment with the student's academic degree program at Winthrop, various cultural events and activities, on-site student support, as well as emergency and risk management support at this specified location during the specific timeframe indicated by the student for their program.



Authorized Signature

Printed Name: Kevin Butler

Title: VP for Finance

Date: 3/3/2025

**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.**