

	<p align="center">Piedmont Technical College</p> <p align="center">NOTICE OF EMERGENCY PROCUREMENT</p>	<p align="center">Sole Source # Date Issued Closing Date Procurement Officer Phone E-Mail Address</p>	<p>EP-26001 12/03/2025 12/09/2025 Brian K. McKenna (864) 941-8314 procurement@ptc.edu</p>
--	--	--	---

Solicitation #: EP-26001

Posting Date: December 3, 2025

Based on the following determination, it is the intent of Piedmont Technical College (PTC) to proceed with the proposed procurement action described below pursuant to the authority of §11-35-1570 of the SC Consolidated Procurement Code, in accordance with Regulation 19-445.2110.

PTC intends to negotiate and procure an Emergency Procurement from:

FA Solutions LLC
600 1st Ave North, #302
St. Petersburg, FL 33701

Description of services:

Interim Director of Financial Aid Services (8 weeks, with option to extend): Leadership & Supervision: Direct oversight of the financial aid office, staff supervision, workflows, and service standards. Compliance: Ensure adherence to Title IV, state, and institutional requirements; support for FISAP, IPEDS, monthly reconciliation, Return to Title IV processes, and policy/practice monitoring. Operations in Banner: Verification/ISIR corrections, awarding (Pell/SEOG/loans), origination/disbursement, error resolution, reconciliation, and student communications. Accreditation & Reporting Support: Documentation support aligned to SACSCOC reaffirmation and PPA reapplication needs; operational continuity to prevent delays and non-compliance. Student Experience: Timely response to complex cases; continuity of service across eight campuses. Delivery Model: Hybrid—remote start, with targeted on-site presence beginning January 2026 as needed.

The basis for this Emergency determination is:

PTC's Director of Financial Aid will depart on January 2, 2026, leaving the institution without leadership over a mission-critical compliance and student-service function. This vacancy coincides with: SACSCOC reaffirmation activities and Title IV Program Participation reapplication requiring Financial Aid leadership, coordination, and documentation. Financial aid packaging and awarding for the upcoming academic year, which must be completed on a defined timeline to ensure students receive federal, state, and institutional aid. With approximately 97% of PTC students receiving financial aid, any interruption in awarding, compliance oversight, or reconciliation presents an immediate threat to the institution's operational efficiency, continuous student enrollment, and federal/state compliance.

Selection Rationale:

PTC requested interim Financial Aid Director quotes from the following three vendors:

- Financial Aid Services (FAS)
- FA Solutions, LLC
- Blue Icon Advisors, NASFAA Consulting

PTC received responses from Financial Aid Services (FAS) and FA Solutions LLC. Blue Icon Advisors, NASFAA Consulting did not respond by the deadline of December 1, 2025. Both proposals that were submitted meet the scope, compliance, systems (Banner), and timing requirements. The lower total cost for the eight-week emergency term is offered by FA Solutions, LLC. FA Solutions also provides on-site availability and redundancy coverage to mitigate single-point-of-failure risk. In an emergency, broader competition was not practical due to imminent leadership gap and statutory compliance risk; therefore, PTC selected the lowest-cost, fully capable vendor to immediately stabilize operations.

Estimated Value: \$ >\$25,000 but <\$50,000.

Questions: Shall be addressed to the **e-mail address** of the Procurement Officer indicated above. This notice will be posted in the South Carolina Business Opportunities (SCBO) Newsletter for five business days as required by §11-35-1560 of the SC Consolidated Procurement Code.

Contractors should not perform any work on or incur any costs associated with this notice prior to the receipt of a purchase order. PTC assumes no liability for any expenses incurred prior to issuance of a purchase order.

THE DRUG FREE WORKPLACE ACT APPLIES TO ALL EMERGENCY PROCUREMENTS OF \$50,000 OR GREATER.

Agency Identification: **Piedmont Technical College (PTC)**

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: **PTC's Director of Financial Aid will depart on January 2, 2026**, leaving the institution without leadership over a mission-critical compliance and student-service function. This vacancy coincides with: **SACSCOC reaffirmation activities and Title IV Program Participation reapplication** requiring Financial Aid leadership, coordination, and documentation. **Financial aid packaging and awarding for the upcoming academic year**, which must be completed on a defined timeline to ensure students receive federal, state, and institutional aid. With approximately **97% of PTC students receiving financial aid**, any interruption in awarding, compliance oversight, or reconciliation presents an immediate threat to the institution's operational efficiency, continuous student enrollment, and federal/state compliance

Describe the facts and circumstances giving rise to the above describe emergency condition and threat: The Director's departure was **unexpected**, with last official day of employment on **January 2, 2026**; however, the college is closed for winter break beginning December 19, 2025. PTC serves approximately **4,491 students** across **eight campuses** and uses **Ellucian Banner** as the system of record for financial aid processing. The timing falls within year-end reconciliation, spring awarding and disbursements, and accreditation preparation. The institution cannot meet this immediate need through normal procurement and hiring timelines without risk of: Delayed or inaccurate packaging and awarding (impacting retention, enrollment, and student welfare). Compliance gaps and audit exposure across Title IV, state, and institutional programs. Disruption to core functions (FISAP/IPEDS support, monthly reconciliation, Return to Title IV processes, and staff supervision).

Agency has contracted 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.

Emergency Vendor: FA Solutions, LLC (dba "FA Solutions")

Basis for Selection of the Vendor – PTC requested **interim Financial Aid Director** quotes from the following three vendors; **two vendors responded to the request to provide information no later than December 1, 2025**:

Financial Aid Services (FAS) Scope: response provided

FA Solutions, LLC Scope: response provided

Blue Icon Advisors, NASFAA Consulting: no response

Selection Rationale: Both proposals that were submitted meet the scope, compliance, systems (Banner), and timing requirements. The **lower total cost for the eight-week emergency term** is offered by **FA Solutions, LLC**. FA Solutions also provides on-site availability and redundancy coverage to mitigate single-point-of-failure risk. In an emergency, broader competition was not practical due to imminent leadership gap and statutory compliance risk; therefore, PTC selected the **lowest-cost, fully capable** vendor to immediately stabilize operations.

Description of supplies, services, information technology, or construction: **Interim Director of Financial Aid Services (8 weeks, with option to extend): Leadership & Supervision:** Direct oversight of

**Emergency
Written Determination**

the financial aid office, staff supervision, workflows, and service standards. **Compliance:** Ensure adherence to Title IV, state, and institutional requirements; support for **FISAP, IPEDS**, monthly reconciliation, Return to Title IV processes, and policy/practice monitoring. **Operations in Banner:** Verification/ISIR corrections, awarding (Pell/SEOG/loans), origination/disbursement, error resolution, reconciliation, and student communications. **Accreditation & Reporting Support:** Documentation support aligned to **SACSCOC reaffirmation and PPA reapplication** needs; operational continuity to prevent delays and non-compliance. **Student Experience:** Timely response to complex cases; continuity of service across eight campuses. **Delivery Model: Hybrid**—remote start, with targeted on-site presence beginning **January 2026** as needed.

Required Signatures:

Prepared by: K. Paige Childs

Date: _12_/_03_/_2025_

Printed Name: K. Paige Childs

Title: VP of Business and Finance

Approved by: Hope E. Rivers

Approval Date: _12_/_03_/_2025_

Printed Name: Hope E. Rivers

Title: President