

	Piedmont Technical College NOTICE OF INTENT TO SOLE SOURCE	Sole Source # Date Issued Closing Date Procurement Officer Phone E-Mail Address	SS-26012 10/31/2025 11/07/2025 Brian K. McKenna (864) 941-8314 procurement@ptc.edu
--	---	---	---

Solicitation #: SS-26012

Posting Date: October 31, 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 §11-35-1560 (A) of the SC Consolidated Procurement Code, in accordance with Regulation 19-445.2105 (B)(5).

PTC intends to negotiate and procure a Sole Source Procurement from:

JBBerkshire Consulting LLC
106 Reedy Cove Pl
Greenwood, SC 29649-7937

- Professional Consulting Services

JBBerkshire Consulting LLC possesses extensive, unique, proprietary, and specialized experience working with Higher Education Foundations, including direct and long-term involvement with the Piedmont Technical College Foundation. This unique, proprietary, and specialized background enables the consultant to deliver immediate value to the college. The consultant's proprietary experience with the PTC Foundation's structure, operations, and strategic goals allows them to provide timely and informed support that is critical to the college. Piedmont Technical College believes this is the only vendor capable of providing this service with these proprietary characteristics. This notice of Intent to Sole Source is to determine the availability of alternate vendors capable of providing the services outlined herein.

Estimated Value: \$ >\$50,000 but <\$100,000

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.

Closing Date: Alternate vendors capable of providing these products/services must respond by email to Brian K. McKenna, Procurement Manager, at procurement@ptc.edu no later than 5:00 PM on November 07, 2025.

PROTESTS (MAY 2019) If you are aggrieved in connection with the intended award of this contract, you may be entitled to protest, but only as provided in §11-35-4210. To protest an intended award of a contract pursuant to §11-35-1560, you shall (i) notify the chief procurement officer in writing of your intent to protest within five (5) business days of the date this intent to award is posted, and (ii) if the appropriate chief procurement officer has been timely notified of your intent to protest, you may submit your actual protest within fifteen days of the date this notice of intent to award is posted. Days are calculated as provided in §11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. Any protest or notice of intent to protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing (a) by email to: protest-mmo@mmo.sc.gov or (b) by post or delivery to: 1201 Main Street, Suite 600, Columbia, SC 29201.

Unless otherwise suspended or cancelled, PTC will purchase these items. Contractor 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 certification must be obtained for Sole Source procurements greater than \$50,000.00.



**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.

(1) Piedmont Technical College proposes to negotiate and procure:

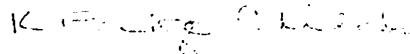
Consulting services to deliver an ongoing comprehensive audit of Advancement strategies, assistance with the Foundation Growth Plan, analysis of software program and opportunities for future success. Additionally, to provide Advancement training to staff, Board members, and key stakeholders and assistance with collaboration and developing relationships.

(2) As a Sole Source procurement from:

Mrs. Jacqueline Berkshire, Owner of JG Berkshire Consulting, LLC

(3) On the basis of:

Ms. Jacqueline Berkshire, Owner of JGBerkshire Consulting, LLC possesses extensive and specialized experience working with higher education Foundations, including direct and long-term involvement with the Piedmont Technical College Foundation. This unique background enables the consultant to deliver immediate value without the need for onboarding or orientation, thereby eliminating the typical learning curve associated with new engagements. The consultant's familiarity with the Foundation's structure, operations, and strategic goals allows them to provide timely and informed support that is critical to the Piedmont Technical College believes this is the only vendor capable of providing these products/services.

<u>K. Paige Childs</u>	<u></u>	<u>09/23/25</u>
REQUESTOR	SIGNATURE	DATE
<u>SUPERVISOR/DEAN</u>	<u> </u>	<u> </u>
SUPERVISOR/DEAN	SIGNATURE	DATE
<u>see attached email giving approval</u>	<u>K. Paige Childs for Dr. Hope Rivers</u>	<u>10/06/25</u>
V.P. BUSINESS/FINANCE OR PRESIDENT	SIGNATURE	DATE

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.



JGBerkshire Consulting LLC
106 Reedy Cove Place
Greenwood, SC 29649

K. Paige Childs
Vice-President of Business and Finance
Piedmont Technical College
620 N. Emerald Rd
Greenwood, SC 29648

Subject: Sole Source Justification Letter

Dear Ms. Childs,

I am writing to formally request sole source approval for consulting services provided by JGBerkshire Consulting, LLC. This letter serves to justify why JGBerkshire Consulting, LLC is uniquely qualified to fulfill the requirements of analyzing current strategies and developing a comprehensive growth plan that supports Piedmont Technical College through alumni engagement, board development, advancement services and higher education fundraising best practices.

Reason for Sole Source Justification:

Unique Expertise or Capability: Jacqueline Berkshire, owner of JGBerkshire Consulting, LLC possesses the specialized knowledge, experience, and skills required to meet the specific needs of this project to include direct and long-term involvement with the Piedmont Technical College Foundation and the communities the College serves.

Exclusive Availability: The services offered by JGBerkshire Consulting, LLC include knowledge of the Blackbaud Raiser's Edge database and other fundraising software, higher education fundraising strategies, policies and procedures, alumni engagement best practices, volunteer board development, and involvement with Piedmont Technical College. These unique services are not available through any other vendor in the region.

Continuity: This unique background allows JGBerkshire Consulting, LLC to deliver immediate value without the need for onboarding or orientation, thus expediting the identification of areas of improvement, and the development of a Growth Plan that supports the initiatives of the College based on fundraising best practices.

I am confident that my expertise and commitment to quality will ensure the successful completion of this project. If additional documentation or clarification is required, please do not hesitate to contact me directly at 540-570-0198 or by email at Jacki@jgberkshireconsulting.com.

Thank you for your consideration of this request.

Sincerely,

Jacqueline G. Berkshire
JGBerkshire Consulting, LLC