

# Notice of Intent to Certify Sole Source

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**To:** Interested Parties

**From:** Dr. Paul Veregge  
CIO/CMIO

**Date:** January 11, 2019

**Re:** Sole Source Certification Number **SS9131** for Environmental Health and Safety Assistant Software

**Contact Email Address:** [solesource@umc.edu](mailto:solesource@umc.edu)

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## Sole Source Certification Award Details

Regarding UMMC Sole Source Certification Number **SS9131** for Environmental Health and Safety Assistant Software, please be advised that UMMC intends to award the purchase of the Environmental Health and Safety Assistant Software to On Site System, Inc. as the sole source provider of the Environmental Health and Safety Assistant Software.

UMMC issues this notice in accordance with Mississippi state law, policy, and procedures for sole source procurements.

## Sole Source Criteria

1. Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration (and manufacturer is the sole supplier).
2. Where a sole supplier's item is needed for trial use or testing.
3. Where a sole supplier's item is to be required when no other item will service the needs of UMMC.

## Schedule

Task	Date
First Advertisement Date	January 17, 2019
Second Advertisement Date	January 25, 2019
Response Deadline from Objectors	February 1, 2019, at 3:00 p.m. Central Time
Notice of Award/No Award Posted	Not before February 1, 2018

## **Project Details**

### **1. Describe the commodity/service that the agency/institution is seeking to procure:**

Environmental Health and Safety Assistant Software is a comprehensive software package. The software allows for the documentation of material purchasing, receipt, use, waste disposal, real-time inventory, training records, lab surveys and audits, instrument inventory, including calibration records and locations, personnel Dosimetry records including histories, as well as general information about your facility and its license(s). It is a data management program in a Windows format for users of Bio-Agents and radioactive isotopes using a multi-user format.

### **2. Explain why the commodity/service is the only one (1) that can meet the needs of the agency/institution:**

UMMC is required by state and federal regulations to maintain records of radioactive materials and biological agents from time of purchase until time of compliant disposal of waste. This software is used to meet that requirement,

### **3. Explain why the source is the only person or entity that can provide the required commodity/service:**

Environmental Health and Safety Assistant Software licenses can only be purchased directly from On Site Systems, Inc.

They are not available from any other distributor. See supporting letter from On Site Systems, Inc, Attachment A.

### **4. Explain why the amount to be expended for the commodity/service is reasonable:**

The estimated amount to be expended is for the purchase of the Environmental Health and Safety Assistant Software is **\$11,970.00**. This amount is within the expected price range for these products.

### **5. Describe the efforts that the agency/institution went through to obtain the best possible price for the commodity/service:**

Through market intelligence, UMMC was able to negotiate best pricing for these products. All applicable discounts were explored and applied.

## **Submission Instructions and Format of Response from Objecting Parties**

Interested parties who have reason to believe that the Environmental Health and Safety Assistant Software, (hereafter, "Products") should not be certified as a sole source should provide information in the Vendor Form for the State to use in determining whether or not to proceed

with awarding the sole source to On Site Systems, Inc. The Vendor Form may be found at <http://www.dfa.state.ms.us/Purchasing/documents/ObjectiontoSoleSourceDetermination.pdf>.

Objections must include the certification in Attachment B.

Comments will be accepted at any time prior to Friday, February 1, 2019, at 3:00 p.m. (Central Time) to [solesource@umc.edu](mailto:solesource@umc.edu). Responses may be delivered via email to [solesource@umc.edu](mailto:solesource@umc.edu). UMMC WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach UMMC on time. Responses received after the deadline and responses that lack all required information will be rejected. UMMC reserves the right to inspect Interested Party's commodity for comparison purposes.

If you have any questions concerning the information above or if we can be of further assistance, please contact [solesource@umc.edu](mailto:solesource@umc.edu).

Attachment A: Vendor Correspondence

Attachment B: Objection Certification

Attachment B

**SUBMITTED IN RESPONSE TO**

**Sole Source Certification No. SS9131**

**Accepted until Friday, February 1, 2019, at 3:00 p.m.**

I certify that the information contained in this objection is true and accurate to the best of my knowledge. I understand that UMMC will investigate all statements made in this objection and that any false or misleading information provided may result in adverse action.

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Objector Name

Objector's title