

Notice of Intent to Certify Sole Source

To: Interested Parties

From: Ellen Swoger
CIO, Applications

Date: January 9, 2023

Re: Sole Source Certification Number 9531 Web-Based Job Description Management Software

Contact Email Address: solesource@umc.edu

Sole Source Certification Award Details

Regarding UMMC Sole Source Certification Number 9531 for Web-Based Job Description Management Software, please be advised that UMMC intends to award the purchase of Web-Based Job Description Management (JDM) Software, MarketPay Jobs, to Payscale, Inc., as the sole source provider.

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, 2023
Second Advertisement Date	January 24, 2023
Response Deadline from Objectors	January 31, 2023 at 3:00 p.m. Central Time
Notice of Award/No Award Posted	Not before January 31, 2023

Project Details

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

Workday is currently functioning as UMMC's job description library. However, Workday does not have preconstructed job description templates, compensation market data, and compliance and bulk editing mechanisms. The contents of each job description are imperative for compliance with OFCCP requirements, as well as the Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), compliance with benefits administration, and for determining fair market-based wage ranges across all jobs and the employees in them. MarketPay Jobs will simplify and standardize the creation and management of job descriptions by providing UMMC with access to an expansive job description library, with over 6,000 already constructed job descriptions. Each job description in this library is already written to include all the essential elements of a job description (such as job duties and responsibilities, educational requirements, etc.) and in accordance with industry standards.

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

Payscale produces a compensation management software called Market Pay. UMMC has been using Payscale's MarketPay compensation management software since June 2018. Another software produced by Payscale is a job description software called MarketPay Jobs. MarketPay Jobs is the only job description management (JDM) solution that provides programs within its software that inspects users content for FLSA and ADA violations. UMMC's job description library must remain in Workday for several reasons. Finalized job descriptions must remain in Workday to be referenced for job requisitions, accommodation requests, and the interviewing/selection process. MarketPay Jobs is the only JDM software that interfaces with Workday and will provide a central repository for UMMC's over 2,300 job descriptions. In addition, MarketPay Jobs powered by JDXpert is the only JDM software with direct integration to MarketPay compensation management software.

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

MarketPay Jobs powered by JDXpert is not available from any other distributor except Payscale, Inc. See supporting letter from Payscale, 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 Web-Based Job Description Management (JDM) Software is estimated to be **\$113,000.00 for three years**. Please be advised that UMMC will determine if additional enhancements, upgrades, support, or equipment are within scope during the certification period and may increase the spending authority accordingly. Should Payscale, Inc. change their name during this certification period, then UMMC will determine if a recertification is necessary. 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:

Pricing is compared against available market intelligence and identified discounts are pursued where applicable.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the Web-Based Job Description Management (JDM) 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 Payscale, 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 Tuesday, January 31, 2023 at 3:00 p.m. (Central Time) to solesource@umc.edu. Responses may be delivered via email to 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.

Attachment A: Vendor Correspondence

Attachment B: Objection Certification

Attachment B

SUBMITTED IN RESPONSE TO

Sole Source Certification No. SS 9531

Accepted until Tuesday, January 31, 2023 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.

Objector Name

Objector's title