

# Notice of Intent to Certify Sole Source

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**To:** Interested Parties

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

**Date:** 12/26/2017

**Re:** Sole Source Certification Number **SS009035**

**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 **SS009035** for **WebAdMIT for AMCAS**, please be advised that UMMC intends to award the purchase of the **WebAdMIT for AMCAS**, to **Association of American Medical Colleges (AAMC)**, as the sole source provider of **WebAdMIT for AMCAS**.

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 2, 2018
Second Advertisement Date	January 9, 2018
Response Deadline from Objectors	January 16, 2018, at 3:00 p.m. Central Time
Notice of Award/No Award Posted	Not before January 19, 2018

## **Project Details**

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

WebAdMIT for AMCAS is an admission application for the Doctor of Medicine program of study. Application is national and used by institutions throughout the US. Provides a common application along with secondary application capabilities allowing for school-specific questions. Application data validation, technical application support, and functional end-user and applicant help-desk support also provided by vendor.

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

The following business requirements are met: online admission application with electronic payment submission and processing, general as well as school specific questions, support of entire MMI interview process (scheduling, scoring rubrics, interview questions and responses, interviewer notes, etc.), committee review and decision entry/tracking, document repository, reporting, communications (distribution and tracking), and applicant data validation.

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

WebAdMIT for AMCAS is the only application supported and used by the AAMC. WebAdMIT for AMCAS is completely vendor supported including the ongoing technical development and maintenance for application and related functionality, ensured compliance with AAMC admission application and reporting requirements, validation of all submitted applicant data by AAMC admissions specialist, embedded configuration allowing for each institution to tailor the application and institutional site to school specific data and business processes, and help-desk support for institutional end-users and applicants.

See supporting letter from **Association of American Medical College**, Attachment A.

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

The estimated amount to be expended is for the purchase of the WebAdMIT for AMCAS is \$25,500.00. This amount is within the expected price range for these products.

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

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 **WebAdMIT for AMCAS**, (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 **Association of American Medical Colleges (AAMC)**. 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 **Tuesday, January 16, 2018, 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. SS009035**  
**Accepted until Tuesday, January 16, 2018, 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

\_\_\_\_\_  
Date