**Notice of Intent to Certify Sole Source**

**To:** Interested Parties

**From:** William P. Stitt

 Chief – Supply Chain Management

**Date:** June 19, 2018

**Re:** Sole Source Certification Number SS5216 for **Replacement Plexiwalls for Opto-M4 Open field activity boxes**

**Contact Email Address:** solesource@umc.edu

**Sole Source Certification Award Details**

Regarding University of Mississippi Medical Center (UMMC) Sole Source Certification Number SS5216for **Replacement Plexiwalls for Opto-M4 open field activity boxes**. Please be advised that UMMC intends to award the purchase to Columbus Instruments 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 | June 19, 2018 |
| Second Advertisement Date | June 26, 2018 |
| Response Deadline from Objectors | July 3, 2018 at 3:00 p.m. Central Time |
| Notice of Award/No Award Posted | Not before July 11, 2018 |

**Project Details**

1. **Describe the commodity that the agency is seeking to procure:**

The University of Mississippi Medical Center (UMMC) is seeking to procure Replacement Plexiwalls for 6 Opto-M4 Open Field activity boxes by Columbus Instruments. Each unit is formed by 4 sheets of Plexiglass connected with plastic holders to form the box.

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

Rat locomotor activity boxes manufactured by Opto-M4, Columbus Instruments are used in the research setting for rodent experiments involving animal activity. Due to normal wear and tear, the plexiwalls of the activity boxes are being replaced. Columbus Instruments is the sole manufacturer of the Opto-M4 activity boxes and accessories, including plexiwalls.

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

The replacement parts will go into existing Opto-varimex activity boxes. The replacement parts are manufactured by Columbus Instruments specifically for their activity boxes. See supporting letter from Columbus Instruments. Attachment A.

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

The estimated amount to be expended for the purchase of thereplacement plexiwalls is $10,000.00. This amount is within the expected price range for these products.

1. **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 replacement plexiwalls for the Opto-M4 open field activity boxes (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 Columbus Instruments. The Vendor Form may be found at <http://www.dfa.ms.gov/media/1591/objectiontosolesourcedetermination.pdf>.

Objections must include the certification in Attachment B.

Comments will be accepted at any time prior to July 3, 2018, 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 A



Attachment B

**SUBMITTED IN RESPONSE TO**

**Sole Source Certification No. SS5216**

**Accepted until July 3, 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.

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Objector Name

Objector’s title

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date