**Notice of Intent to Certify Sole Source**

**To:** Interested Parties

**From:** Dr. Paul Veregge

 CIO/CMIO

**Date:** April 3, 2018

**Re:** Sole Source Certification Number **SS9051** for **ExamSoft**

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

**Sole Source Certification Award Details**

Regarding UMMC Sole Source Certification Number **SS9051** for **ExamSoft**, please be advised that UMMC intends to award the purchase of the **ExamSoft** to **ExamSoft Worldwide, Inc.** as the

sole source provider of the ExamSoft. .

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 | April 13, 2018 |
| Second Advertisement Date | April 20, 2018 |
| Response Deadline from Objectors | April 27, 2018, at 3:00 p.m. Central Time |
| Notice of Award/No Award Posted | Not before April 27, 2018 |

**Project Details**

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

ExamSoft is the only computer-based testing solution that provides a complete end-to­ end assessment platform including secure and hosted item banking, the unification of objective and subjective assessments via rubrics, extensive scoring and reporting capabilities, but most importantly, ExamSoft is the only CBT vendor that can administer the exam offline and securely on Windows and Mac laptops, as well as iPads, so as to eliminate exam interruptions due to server and WiFi issues.

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

ExamSoft excels at enabling institutions to track and manage student competencies, course curricula, and the impact of teaching methods on learning outcomes. By categorizing questions in ExamSoft, UMMC has access to unique, industry leading analytics that enable them to identify at-risk students early and offer targeted remediation, provide actionable and customizable student reports and finally, provide evidence to accreditation bodies that the school is mapping its curriculum against their learning objectives.

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

ExamSoft licenses can only be purchased directly from ExamSoft Worldwide, Inc.

They are not available from any other distributor. See supporting letter from **ExamSoft Worldwide, Inc**, Attachment A.

1. **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 **ExamSoft** is **$154,842.00**. Total investment to-date will be **$154,842.00**. This amount is within the expected price range for these products.

1. **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 **ExamSoft,**  (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 **ExamSoft Worldwide, 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, April 27, 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 B

**SUBMITTED IN RESPONSE TO**

**Sole Source Certification No. SS9051**

**Accepted until Friday, April 27, 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