

Notice of Intent to Certify Sole Source

To: Interested Parties

From: Dr. Paul Veregge
CIO/CMIO

Date: May 22, 2018

Re: Sole Source Certification Number **SS9070** for **Environmental Health & Safety Assistance**

Contact Email Address: solesource@umc.edu

Sole Source Certification Award Details

Regarding UMMC Sole Source Certification Number **SS9070** for **Environmental Health & Safety Assistance**, please be advised that UMMC intends to award the purchase of the **Environmental Health & Safety Assistance** to **On Site Systems, Inc.** as the sole source provider of the **Environmental Health & Safety Assistance**.

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	May 29, 2018
Second Advertisement Date	June 5, 2018
Response Deadline from Objectors	June 12, 2018, at 3:00 p.m. Central Time
Notice of Award/No Award Posted	Not before June 12, 2018

Project Details

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

EH&S Assistant is a data management program designed specifically for Environmental Health & Safety. UMMC has purchased the Health Physics, Biological Safety and Environmental Health and Safety Assistance modules with the web based training capabilities.

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

This software is used to maintain documentation that is required by State and Federal regulations. It is also used to maintain documentation that aids in maintaining controls over inventories, equipment and hazardous waste documents.

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

The sole source being submitted is for the maintenance contract for proprietary software that we have already purchased. What is "unique" about it is that we own it and need the agreement for maintenance from the vendor.

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 & Safety Assistance** is **\$19,950.00**. Total investment to-date will be **\$19,950.00**. 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 & Safety Assistance** (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 **Tuesday, June 12, 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. SS9070

Accepted until June 12, 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
