

# Notice of Intent to Certify Sole Source

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**To:** Interested Parties

**From:** Ellen Swoger  
Associate Chief Information Officer

**Date:** January 29, 2019

**Re:** Sole Source Certification Number SS9140 for PeopleAdmin 5.8

**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 SS9140 for PeopleAdmin 5.8, please be advised that UMMC intends to award the purchase of PeopleAdmin 5.8 to PowerSchool as the sole source provider of People Admin 5.8.

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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	February 5, 2019
Second Advertisement Date	February 12, 2019
Response Deadline from Objectors	February 19, 2019, at 3:00 p.m. Central Time
Notice of Award/No Award Posted	Not before February 19, 2019

## **Project Details**

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

PeopleAdmin is an applicant tracking system that allows the collection of online applications, tracking of candidate pools, selection/onboarding of new hires, and is a repository for detailed job descriptions

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

PeopleAdmin is the only applicant software tracking software provider focused specifically on the employment application process of state government institutions and institutions of higher learning and their compliance with regulations set forth by the U. S. Equal Employment Opportunity Commission and the U.S. Department of Labor's Office of Federal Contract Compliance Programs. PeopleAdmin accomplishes this compliance by delivering out of the box functionality for managing posting types and applicant pools by posting status (internal vs. external).

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

PeopleAdmin provides the only web-based applicant tracking system designed to specifically address the unique recruitment process used in Higher Education. It allows the creation of separate hiring processes for various types of positions (Staff, Faculty, Executives). Job portals comply with ADA, WCAG and Section 508 guidelines to ensure that all applicants can successfully search and apply for jobs.

See supporting letter from People Admin, 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 PeopleAdmin 5.8 is \$105,403.62. Total investment to-date will be \$105,403.62. 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 PeopleAdmin 5.8, (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 PowerSchool. 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 February 19, 2019, 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. SS9140**

**Accepted until Tuesday, February 19, 2019, 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