

# Notice of Intent to Certify Sole Source

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**To:** Interested Parties

**From:** Ellen Swoger  
CIO, Applications

**Date:** 11/2/2022

**Re:** Sole Source Certification Number 9527 Common Cents Solutions Maintenance and Technical Support

**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 9527 Common Cents Solutions Maintenance and Technical Support, please be advised that UMMC intends to award the purchase of the Common Cents Solutions Maintenance and Technical Support to Common CENTS Solutions™. Common CENTS Solutions™ is the sole and only provider of ongoing technical support and development of Common CENTS product suite. 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	November 7, 2022
Second Advertisement Date	November 14, 2022
Response Deadline from Objectors	November 21, 2022 at 3:00 p.m. Central Time

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

Payroll deduction software that increases retail revenues by allowing employees to pay through payroll deduction with their employee badge. Employees can use their badges to pay for food and services.

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

UMMC currently uses Common CENTS Solutions™ GEMpay in the adult hospital, bookstores, Children's hospitals, Lexington, Grenada and coffee shops. It has been interfaced with Workday to allow for payroll deduction. Only Common CENTS Solutions™ can provide software maintenance and support as well as ongoing technical support.

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

Common CENTS Solutions™ is the sole and only provider of ongoing technical support and development of Common CENTS product suite.  
See supporting letter from Common CENTS Solutions™, 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 Common Cents Solutions Maintenance and Technical Support is **\$202,826.00**. Please be advised that UMMC will determine if additional enhancements, upgrades, support, or equipment are within scope during the certification period and may increase the spending authority accordingly. Should Common CENTS Solutions™ change their name during this certification period, then UMMC will determine if a recertification is necessary. This amount is within the expected price range for this software.

**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 Common Cents Solutions Maintenance and Technical Support, (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 Common CENTS Solutions™. 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 Monday November 21, 2022, 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. SS9527**

**Accepted until Monday, November 21, 2022, 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