

# Notice of Intent to Certify Sole Source

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**To:** Interested Parties

**From:** Ellen Swoger

**Date:** 7/14/2023

**Re:** Sole Source Certification Number SS9585 for **Teaching Assignment Management Software (TAMS)**

**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 **SS9585** for **Teaching Assignment Management Software (TAMS)**, please be advised that UMMC intends to award the purchase of the **Teaching Assignment Management Software (TAMS)** to **Duke University** as the sole source provider. Teaching Assignment Management Software (TAMS) was uniquely designed by Duke University to make optimal teaching assignments for faculty and instructors.

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	July 20, 2023
Second Advertisement Date	July 27, 2023
Response Deadline from Objectors	August 3, 2023 at 3:00 p.m. Central Time

## Project Details

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

TAMS allows UMMC to better manage assignments and resources using a software program. The School of Nursing has over 850 students from undergraduate to doctoral level and over 77 full-time and part-time faculty. TAMS' features and functions are essential to help The University of Mississippi Medical Center, School of Nursing meet its objectives of better managing faculty and instructor effort, thereby ensuring these resources are maximized.

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

TAMS is a software product that uses proprietary algorithms developed specifically for higher education that matches the instructor with courses based on what instructors have taught in the past, their area of expertise, teaching preferences, and availability using the school's workload formula and/or methodology.

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

TAMS is a software product that performs a function not available in any other software product on the market.

See supporting letter from **Duke University**, Attachment A.

**4. Explain why the amount to be expended for the commodity/service is reasonable:**

The estimated amount to be expended for the purchase of the **Teaching Assignment Management Software (TAMS)** is \$57,900.00 **for three years**. 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. If Duke University changes its name during this certification period, then UMMC will determine if a recertification is necessary.

This amount is within the expected price range for these products.

**5. Describe the efforts that the agency went through to obtain the best possible price for the commodity/service:**

Pricing is compared against available market intelligence and identified discounts are pursued where applicable

## **Submission Instructions and Format of Response from Objecting Parties**

Interested parties who have reason to believe that the **Teaching Assignment Management Software (TAMS)** (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 **Duke University**. 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 **Thursday, August 3, 2023, 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. SS9585**  
**Accepted until August 3, 2023 at 3:00 p.m. Central Time**

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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