

# Notice of Intent to Certify Sole Source

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**To:** Interested Parties

**From:** Ellen Swoger  
CIO, Applications

**Date:** 9/6/2023

**Re:** Sole Source Certification Number **SS9597** Syllabus Management Software

**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 **SS9497** for Syllabus Management Software, please be advised that UMMC intends to award the purchase of Syllabus Management Software, Simple Syllabus, to Simple Syllabus Group as the sole source provider of Simple Syllabus Software. Simple Syllabus is the only software that gives school administrators a dashboard to customize the application for each part of the organization through a centralized interface.

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	September 11, 2023
Second Advertisement Date	September 18, 2023
Response Deadline from Objectors	September 25, 2023, at 3:00 p.m. Central Time
Notice of Award/No Award Posted	Not before September 25, 2023

## Project Details

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

Simple Syllabus is a centralized, template-driven platform which allows instructors to quickly personalize and publish syllabi; automate the population of institutional info such as policies and course information (schedule, description, etc.); copy information across syllabi and semesters, and automate course schedule/course activities generation from Canvas assignments. Simple Syllabus also serves as a repository for all syllabi in Canvas courses. Simple Syllabus helps ensure standardized institutional guidelines are in accordance with **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** required statements; programmatic required statements and policies; school and departmental required statements and policies, are published in course syllabi and are always current. The repository feature ensures all syllabi are stored and easily retrievable for institutional and departmental purposes (e.g. SACSCOC exemplars, programmatic accreditation/reaccreditation exemplars, etc.)

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

Simple Syllabus is the only software that gives school administrators a dashboard to customize the application for each part of the organization through a centralized interface, includes a user interface to add or remove custom attributes to any object within the system, and allows administrative users to change the terminologies or labels used throughout the system to better align with the nomenclature of items used on campus. Simple Syllabus is the only product on the market that is equipped with a calendar designer that can dynamically sync with UMMC's academic calendars, allows instructors to add video directly into the syllabus, provides a personalized student dashboard of syllabi for courses they have engaged in, and records and tracks student's acknowledgment of reading the syllabus. Simple Syllabus is also the only syllabus management product that allows for real-time changes to the syllabus.

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

Simple Syllabus must be purchased from the Simple Syllabus Group. There are no other agents or dealers authorized to represent this product.  
See supporting letter from the Simple Syllabus Group, 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 Simple Syllabus Software is \$22,700.00 **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. Should the Simple Syllabus

Group 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 these products.

**5. Describe the efforts that the agency/institution 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 Simple Syllabus Software (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 the Simple Syllabus Group. 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, September 25, 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. SS9597**

**Accepted until Monday, September 25, 2023 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