

# 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 **SS9598** Instructional Design and Accessibility Tools for Local Course Development

**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 **SS9498** for Instructional Design and Accessibility Tools for Local Course development, please be advised that UMMC intends to award the purchase of Instructional Design and Accessibility Tools for Local Course development, DesignPLUS and UDOIT Advantage, to Cidi Labs as the sole source provider of DesignPLUS and UDOIT Advantage. Design Tools for Canvas, is a suite of instructional design tools built by Utah State University (USU) and subsequently licensed exclusively to Cidi Labs for resale. UDOIT Advantage is hosted and supported by Cidi Labs in partnership with the University of Central Florida. The Cidi Labs team has built additional functionalities into the UDOITCloud product that make this product exclusive to Cidi Labs. 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:**

DesignPlus is a toolset that efficiently allows for the build of robust, high quality courses and course templates in Canvas that makes learning engaging and accessible for all. DesignPLUS includes the Content Editor Toolbox, the Multi-Tool, and the Upload/Embed Image Tool. The need for visually appealing and easy to navigate courses is essential to support students in meeting course outcomes. UDOIT (Universal Design Online Content Inspection Tool) enables course designers to identify and fix accessibility issues within Canvas Courses. DesignPlus and UDOIT help ensure courses are ADA compliant in regard to Sections 504 and 508 of the Rehabilitation Act of 1973. Presently, there are no tools available at UMMC to address course building or accessibility issues in online courses.

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

What sets DesignPLUS apart from other products on the market and makes it totally unique is that it is built specifically for integration with Canvas, allowing for the native creation of HTML content. There is currently no other tool that offers the same or similar functionality. While there are other accessibility tools on the market, no other product on the market provides the ability to convert non-accessible PDFs to Canvas HTML pages, which is a standard part of the functionality provided by UDOIT Advantage.

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

DesignPLUS and UDOIT Advantage must be purchased from Cidi Labs. There are no other agents or dealers authorized to represent this product. See supporting letter from Cidi Labs, 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 DesignPLUS and UDOIT Advantage is \$25,905.00 **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 Cidi Labs 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 DesignPLUS and UDOIT Advantage (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 Cidi Labs. 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. SS9598**

**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