

Notice of Intent to Certify Sole Source

To: Interested Parties

From: Dr. Paul Veregge
CIO/CMIO

Date: July 24, 2017

Re: Sole Source Certification Number **SS9008** for **Respondus 4.0 Campus-Wide Licensing, Lockdown Brower campus-wide includes 200 Respondus Monitor seats annually, Respondus Monitor next 1,000 seats annually, and StudyMate (Author and Class)**

Contact Email Address: solesource@umc.edu

Sole Source Certification Award Details

Regarding UMMC Sole Source Certification Number **SS9008** for **Respondus 4.0 Campus-Wide Licensing, Lockdown Brower campus-wide includes 200 Respondus Monitor seats annually, Respondus Monitor next 1,000 seats annually, and StudyMate (Author and Class)**, herein after referred to as **PRODUCTS**, please be advised that UMMC intends to award the purchase of the **PRODUCTS** to **Respondus, Inc.** as the sole source provider of these **PRODUCTS**.

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 31, 2017
Second Advertisement Date	August 7, 2017
Response Deadline from Objectors	August 14, 2017, at 3:00 p.m. Central Time
Notice of Award/No Award Posted	Not before August 17, 2017

Project Details

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

The University of Mississippi Medical Center (UMMC) seeks to purchase **Respondus 4.0 Campus-Wide Licensing, Lockdown Brower campus-wide includes 200 Respondus Monitor seats annually, Respondus Monitor next 1,000 seats annually, and StudyMate (Author and Class)**, already owned by UMMC.

This product is an exam authorizing tool that offers custom integration for the Canvas Learning Environments and can access thousands of publisher test banks via the Respondus Test Bank Network.

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

UMMC currently owns Respondus and Canvas. This product is used to provide secure testing capabilities for our faculty over WIFI.

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

Respondus, Inc. is the sole distributor/source in North America of Respondus 4.0, StudyMate Author, Respondus Lockdown Browser, Respondus Monitor and StudyMate Class. They are not available from any other distributor. See supporting letter from Respondus, Attachment A.

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

The estimated amount to be expended is for the purchase of the **Respondus 4.0 Campus-Wide Licensing, Lockdown Brower campus-wide includes 200 Respondus Monitor seats annually, Respondus Monitor next 1,000 seats annually, and StudyMate (Author and Class)** is **\$8,680.00**. 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:

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 **Respondus 4.0 Campus-Wide Licensing, Lockdown Browser campus-wide includes 200 Respondus Monitor seats annually, Respondus Monitor next 1,000 seats annually, and StudyMate (Author and Class)** (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 **Respondus, Inc.** 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, August 14, 2017, at 3:00 p.m. (Central Time) to solesource@umc.edu. Responses may be delivered via email to 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.

Attachment A: Vendor Correspondence

Attachment B: Objection Certification

Attachment B

**SUBMITTED IN RESPONSE TO
Sole Source Certification No. SS9008
Accepted until August 14, 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.

Objector Name
Objector's title

Date