

# Notice of Intent to Certify Sole Source

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**To:** Interested Parties

**From:** Dr. Paul Veregge  
CIO/CMIO

**Date:** 8/30/2017

**Re:** Sole Source Certification Number SS9018

**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 **SS9018** for **eCounsel Software**, please be advised that UMMC intends to award the purchase of the **eCounsel Software to Mitratesh Holdings, Inc.** as the sole source provider of the **eCounsel Software**.

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 7, 2017
Second Advertisement Date	September 14, 2017
Response Deadline from Objectors	September 21, 2017, at 3:00 p.m. Central Time
Notice of Award/No Award Posted	Not before September 26, 2017

## **Project Details**

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

The eCounsel software provides secure matter management, eBilling, reporting and analytics, and document management to support the functions of the legal department.

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

The product allows our outside attorneys the ability to submit invoices via the software tool. It enables the department to track expense, identify patterns and identify trends via one tool. The product helps the department control spend and stay within the outlined budget.

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

This item is unique as it allows real-time e-Billing analytics, it enables us to leverage real time firm time entry. Only Mitratesh's eCounsel legal management solutions provide access to law firm time entries against our (UMMC's) matters prior to the invoice being created.

See supporting letter from **Mitratesh Holdings Inc.**, 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 **eCounsel Software** is \$215,000.00. 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 **eCounsel 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 Epiphany Healthcare. 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, September 21, 2017, 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. SS9018  
Accepted until September 21, 2017, 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

Mitratech Holdings, Inc.  
5001 Plaza on the Lake  
Suite 111  
Austin, TX 78746

August 21, 2017

University of Mississippi Medical Center  
2500 North State Street  
Jackson, MS 39216

Re: Sole Source Provider

To Whom It May Concern:

This letter confirms that Mitratech Holdings, Inc. is the sole source provider of the eCounsel software and maintenance services quoted to the University of Mississippi Medical Center.

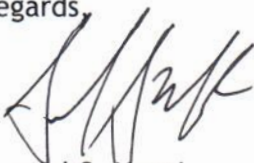
eCounsel offers an Enterprise Legal Management (ELM) solution for mid-size legal departments, which is intuitive for both end users and administrators, and provides enough flexibility for legal departments to change and grow over time.<sup>1</sup>

eCounsel allows legal teams to be in control of their information, delivering integrated matter management, e-Billing, reporting and analytics, and complete document management designed specifically for the legal department. Once legal teams are able to capture and track everything, the department can readily identify patterns and trends from a single source. As a result, attorneys can stay on top of all the legal work being performed and ensure that nothing falls between the cracks.<sup>1</sup>

Currently, there are no authorized eCounsel resellers. Additionally, resellers are only permitted under very rare circumstances and after a lengthy vetting process. It will never be done without the express approval from both Mitratech and the Client.

Please contact [hanna.jacunski@mitratech.com](mailto:hanna.jacunski@mitratech.com) with any questions.

Regards,



Samuel S. Monti  
CFO / COO

<sup>1</sup>. This information can be referenced on Mitratech's website at <http://www.mitratech.com/ecounsel/>