

USM SSP 23\_008 Notice of Proposed Sole Source Purchases of the following:

HighPoint Schedule Builder

Detailed specifications may be secured from the USM Procurement and Contract Services office or our website <https://www.usm.edu/procurement-contract-services/current-bids-and-sole-source-notice.php>

Comments/objections will be received as required per Section 31-7-13 (C) of the Mississippi Code until 8:00 a.m. (Central Time) on September 22, 2022.

Any person or entity that objects and proposes that the commodity listed is not sole source and can be provided by another person or entity shall submit written notice, by 8:00 AM CST, September 22, 2022, to:

Steve Ballew

Director of Procurement & Contracts 118 College Dr. Box 5003 Hattiesburg, MS 39406

[bids@usm.edu](mailto:bids@usm.edu)

Phone: 601-266-4131

Subject Line must read "Sole Source Objection – USM SSP 23\_008"

The notice shall contain a detailed explanation of why the commodity is not a sole source procurement. Appropriate documentation shall also be submitted if applicable.

If after a review of the submitted notice and documents, USM determines that the commodity in the proposed sole source request can be provided by another person or entity, then USM will withdraw the sole source request publication from the procurement portal website and submit the procurement of the commodity to an advertised competitive bid or selection process.

If USM determines after review that there is only one (1) source for the required commodity, then USM will appeal to Information Technology Services. USM will have the burden of proving that the commodity is only provided by one (1) source.

**Run Dates: 09.08.22, 09.15.22**

**The University of Southern Mississippi**  
**Notice of Proposed Sole Source Purchase**  
**SSP 23\_008**

The University of Southern Mississippi anticipates purchasing the item(s) listed below as a sole source purchase. Anyone objecting to this purchase shall follow the procedures outlined below.

1. Description of the commodity that USM is seeking to procure: **Renewal of HighPoint Schedule Builder provided by HighPoint Technology Solutions.**
2. Explanation of why the commodity is the only one that meets the needs of the agency: **The HighPoint Schedule Builder is different from other products because it lies within our current Student Information System, PeopleSoft, thus giving a seamless, real-time outcome**
3. Explanation of why the source is the only source is the only person or entity that can provide the required commodity: **Other products we have previously used for schedule building, are considered 3<sup>rd</sup> party applications, and have external integration between their system and ours. Reducing that external integration reduces the risk associated with electronic transference of data. With HighPoint, there is no transmission of data between our system and the vendor's, thus reducing opportunities for a security/data breach. Because HighPoint has been implemented into our current SIS it would require additional funds, IT resources, and time depending on the vendor.**
4. Explanation of why the amount to be expended for the commodity is reasonable: **As part of a bundle, the cost for this product is less than the 3<sup>rd</sup> party vendor we previously used at USM. In addition to the added security factor, we have been able to reduce the cost of a valuable service we provide to students.**
5. Efforts that the agency went through to obtain the best possible price for the commodity: **Our technology department, iTech, has been instrumental in the research and**

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**negotiation process that has led to this request. Again, because we utilize other modules from HighPoint we are able to take advantage of volume discounts. As an example, the last product the University used that was equivalent to HighPoint was a 3<sup>rd</sup> party product and cost approximately \$11,000 more annually.**

<b>Advertisement Schedule</b>	<b>Date</b>
<b>1<sup>st</sup> scheduled</b>	<b>Thursday, September 8, 2022</b>
<b>2<sup>nd</sup> scheduled</b>	<b>Thursday, September 15, 2022</b>

Any person or entity that objects and proposes that the commodity listed is not sole source and can be provided by another person or entity shall submit a written notice by 8:00 AM CDT, Thursday, September 22, 2022, to:

Steve Ballew  
Director of Procurement & Contracts  
steve.ballew@usm.edu

**Subject Line must read "Sole Source Objection SSP 23\_008"**

The notice shall contain a detailed explanation of why the commodity is not a sole source procurement. Appropriate documentation shall also be submitted if applicable.

If after a review of the submitted notice and documents, USM determines that the commodity in the proposed sole source request can be provided by another person or entity, then USM will withdraw the sole source request publication from the procurement portal website and submit the procurement of the commodity to an advertised competitive bid or selection process.

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