USM SSP 23_003 Notice of Proposed Sole Source Purchases of the following:

Parchment Diploma Services

RFx: 3150004441

http://www.ms.gov/dfa/contract_bid_search/Bid

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 July 26, 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, July 26, 2022, to:

Steve Ballew
Director of Procurement & Contracts 118 College Dr. Box 5003 Hattiesburg, MS 39406
bids@usm.edu
Phone: 601-266-4131

Subject Line must read "Sole Source Objection – USM SSP 23_003"

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 the Public Procurement Review Board. USM will have the burden of proving that the commodity is only provided by one (1) source.

Run Dates: 07.11.22, 07.18.22

The University of Southern Mississippi
Notice of Proposed Sole Source Purchase
SSP 23_003

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:**

   Parchment Award-Digital and Print Diplomas:

   Seeking a vendor that can provide various diploma/certificate services on behalf of the University of Southern Mississippi. This includes but not limited to, the production of digital and print diplomas in real time. Ability to share on social media platforms, provide analytics, send notifications to students in various formats. Request the vendor be able to produce digital diplomas in a secure format accessible to third party validation. Functionality should integrate into on portal allowing students to process request from various student services in one location.

   Print Tracking: USPS tracing in standard on all printed diplomas so your students know where their diploma is at all times as it is in transit to them.

   Delivery Time: Only vendor to provide a 7-15 business day turnaround time from proof approval to mail for all diplomas.

   i. **Credential Profile**: Only vendor to provide a single place for learners to store and access transcripts, diplomas, certificates, and other credentials from multiple institutions.

   The ability to manage student holds within their service. All cost are inclusive and no additional USPS tracking fees.

2. **Explanation of why the commodity is the only one that meets the needs of the agency:**

   - Parchment provides the above services and integrates into our current transcript ordering process. This provides our students and constituents the ability to maneuver through one portal.

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

   - University of Southern Mississippi partners with Parchment today for Transcript Services. With the addition of Parchment Award – Digital and Print Diplomas, our students will have access within their lifelong Parchment Learner account, to all of their credentials from our institution. In addition, they will also be able to order replacement diplomas and transcripts right from their account.

   - Digital copies of their diploma are complimentary with printed diploma.

   - Parchment Award – Digital and Print Diplomas has provided a quote that is fully transparent on the costs. Pricing is inclusive of the re-creation of our print diplomas, printing, stuffing, mailing (expedited or regular), tracing within the platform for administrators and within the student learner account, as well.

   - Parchment will replace damaged diplomas at no cost to USM or USM students. Students will have access to Parchment support to handle questions on damaged and to facilitate sending a new one, lessening the number of phone calls we receive.

4. **Explanation of why the amount to be expended for the commodity is reasonable:**

   When reviewing the services provided by Parchment, I found the technology and resources were reasonable and time saving. I found all fees provided by Parchment to be transparent.

5. **Efforts that the agency went through to obtain the best possible price for the commodity:**

   Multiple vendors were reviewed to compare services and availability to our students and outside constituents. Parchment was the only source that met all the needs we were hoping to obtain.

Advertisement Schedule	Date
1st scheduled	July 11, 2022
2nd scheduled	July 18, 2022

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Steve Ballew

Director of Procurement & Contracts

steve.ballew@usm.edu

Subject Line must read "Sole Source Objection – USM SSP 22_003"

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The University of Southern Mississippi
Notice of Proposed Sole Source Purchase
SSP 23_003

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