

The University of Southern Mississippi
Notice of Proposed Sole Source Purchase
SSP 20_012

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: **The Office of Institutional Research distributes course evaluations to all students across campus each semester to gather data on their experience with their courses. Once the data is collected it is manually scanned and uploaded into systems to store for instructors' tenure and promotion, etc. With the university using Digital Measures more as a platform for instructors' curriculum vitae, this product will be able to allow for the evaluation results to be directly added to the system.**
2. Explanation of why the commodity is the only one that meets the needs of the agency: **EvaluationKit is the only product to meet our needs because it is the only product that provides a course evaluation service and integrated the results into Digital Measures directly.**
3. Explanation of why the source is the only source is the only person or entity that can provide the required commodity: **EvaluationKit integrates directly into Digital Measures to report the results from the course evaluations. There is no other product that integrates into our already existing platform, Digital Measures.**
4. Explanation of why the amount to be expended for the commodity is reasonable: **A couple of years ago, another product was researched as a possible solution; however, the cost was approximately double the cost and had less capabilities. EvaluationKit provides an unlimited amount of surveys and direct integration into Digital Measures for approximately half the cost.**

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

We started with reaching out to companies we already work with to learn more about their products that were compatible. After learning about EvaluationKit, we worked with the company to secure a signing incentive to reduce the overall cost.

Advertisement Schedule	Date
1st scheduled	11/22/19
2nd scheduled	11/29/19

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 to:

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

Subject Line must read "Sole Source Objection"

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.