

**The University of Southern Mississippi**  
**Notice of Proposed Sole Source Purchase**  
**SSP 20\_013**

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: **Contract renewal for Digital Measures by Watermark. Allows faculty input of research, teaching, and service activities. Allows for reporting of those activities to accrediting agencies and the generation of custom reports on faculty activities.**
2. Explanation of why the commodity is the only one that meets the needs of the agency: **The platform allows for custom report building and has been integrated into our website to provide faculty information to faculty web profiles. The platform also allows for an electronic workflow of approval processes with the workflow module that integrates with Digital Measures.**
3. Explanation of why the source is the only source is the only person or entity that can provide the required commodity: **We have integrated Digital Measures and Workflow into our business practices. The Digital Measures suite of software allows us to import our data directly via .csv upload. The Digital Measures platform is the only platform that allows for CV import from existing documentation. We have research products by Interfolio but their suite does not allow for the CV import. The customizable screens in Digital Measures allows us to utilize our institution specific lexicon allowing for a seamless data entry experience.**
4. Explanation of why the amount to be expended for the commodity is reasonable: **The expense is reasonable due to the fact that all faculty in all colleges have access to the system. There is no additional cost for new faculty. The value afforded by the system is derived from the efficiencies gained in the development of accreditation reports,**

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**SACSCOC reporting, faculty web profile management, and ability to conduct annual performance reviews and tenure and promotion reviews in a more efficient manner.**

5. Efforts that the agency went through to obtain the best possible price for the commodity: **We negotiated with our representative at Watermark to include the reduction in the number of colleges at the university. The reduction in colleges resulted in a hierarchy simplification which reduces the cost to maintain the system. We also negotiated based on the number of Watermark products we have historically utilized at the university. Our negotiations resulted in ~\$5,000 in annual savings over the initial price point provided.**

<b>Advertisement Schedule</b>	<b>Date</b>
<b>1<sup>st</sup> scheduled</b>	<b>1/8/20</b>
<b>2<sup>nd</sup> scheduled</b>	<b>1/15/20</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 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.

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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.