

The University of Southern Mississippi
Notice of Proposed Sole Source Purchase
SSP 21_010

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 University of Southern Mississippi’s Office of Study Abroad needs to continue using Terra Dotta Software to manage all study abroad programs and provide a student and faculty/staff leader portal with state of the art features. The system is inclusive of the website and application system, allows users to correspond with students directly from the system, interfaces with SOAR, includes a payment portal, and links to insurance and flight information. In addition, one product offered by Terra Dotta that is integrated into the system without new user information and logins is AlertTraveler. This will provide staff in the Office of Study Abroad, faculty leading programs, and student participants with real-time alerts on health and safety risks based on itineraries within the participants’ applications, access to country intelligence within the system, and a check-in button to provide an effective method of accounting for all participants currently abroad during an emergency situation.**
2. Explanation of why the commodity is the only one that meets the needs of the agency: **Terra Dotta Software is unique because it is specifically designed for Study Abroad offices. The applications and website pages can be tailored to the varying requirements when sending students and faculty overseas for study abroad, student teaching, internships, and international exchange programs.**
3. Explanation of why the source is the only source is the only person or entity that can provide the required commodity: **Terra Dotta Software is unique because it is specifically**

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designed for Study Abroad offices. The applications and website pages can be tailored to the varying requirements when sending students and faculty overseas for study abroad, student teaching, internships, and international exchange programs.

4. Explanation of why the amount to be expended for the commodity is reasonable: **The annual fee and per application expenses are reasonable because this software allows us to integrate our website, application, payment system, and additional security features in one place. When sending students overseas, it is critical that information on a high volume of students is easily accessible and in one location**
5. Efforts that the agency went through to obtain the best possible price for the commodity: **We have worked with the company to be sure they understand how our office works and our average annual student numbers so that the best rate can be provided**

Advertisement Schedule	Date
1st scheduled	8/10/2020
2nd scheduled	8/17/2020

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.