

**The University of Southern Mississippi**  
**Notice of Proposed Sole Source Purchase**  
**SSP 21\_019**

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: **Currently there are four departments that use TimeClock Plus, a time recording software purchased several years ago from Data Management, Inc. The software is the primary time keeping tool for over 300 nonexempt employees in those departments. In addition to the software and licenses for those employees, Physical Plant purchased biometric readers.**
2. Explanation of why the commodity is the only one that meets the needs of the agency: **When the university originally procured the software, we also purchased biometric readers. This hardware is proprietary to Data Management, Inc. TimeClock Plus is the only software that will work with the biometric readers.**
3. Explanation of why the source is the only source is the only person or entity that can provide the required commodity: **While there are a number of time keeping tools in the market, the hardware is proprietary to Data Management, Inc. and only works with their software.**
4. Explanation of why the amount to be expended for the commodity is reasonable: **The system has been in place for several years and we negotiated pricing for the lowest possible price.**

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5. Efforts that the agency went through to obtain the best possible price for the commodity:  
**iTech personnel worked closely with Data Management, Inc sales reps to negotiate the best price.**

<b>Advertisement Schedule</b>	<b>Date</b>
<b>1<sup>st</sup> scheduled</b>	<b>12/15/20</b>
<b>2<sup>nd</sup> scheduled</b>	<b>12/22/20</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.

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.