The University of Southern Mississippi
Notice of Proposed Sole Source Purchase
SSP 21_037

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: **Cheqroom is a cloud-based inventory control application that provides a secure method in which to control and checkout our equipment to our student population. It is based on IP infrastructure and housed in the cloud that will be tied into the University's approved authentication methodology.**

2. Explanation of why the commodity is the only one that meets the needs of the agency: **Only Cheqroom provides a secure cloud-based system that has the necessary backend management interface as well as a clean end-user interactive experience we are requiring. These qualities allow for a best in-class feature rich and easy to use application that is unmatched by others evaluated.**

3. Explanation of why the source is the only source is the only person or entity that can provide the required commodity: **When investigating other inventory control products, CHEQROOM was the only company that provided both the backend administrative controls as well as the end-user interface in a secure self-contained environment.**

4. Explanation of why the amount to be expended for the commodity is reasonable: **The price in the proposal submitted by CHEQROOM includes everything needed for the School of Communication to operate computerized equipment checkout/tracking without additional purchases. It also makes it possible for the Student Media Center and the USM Film Department to share one CHEQROOM account at any**

additional costs, if The University of Southern Mississippi chooses to do so in the future.

5. Efforts that the agency went through to obtain the best possible price for the commodity: **Communication Director, Technology Manager and purchasing manager spent a month doing on-line research on companies that provide computerized equipment checkout and tracking. They took part in on-line video conferences with sales representatives, product demonstrations, and free trials of the products. Ultimately, CHEQROOM is the only system found that meets all the school's equipment checkout and tracking needs and IT security requirements.**

Advertisement Schedule	Date
1st scheduled	5/25/21
2nd scheduled	6/1/21

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.