

The University of Southern Mississippi
Notice of Proposed Sole Source Purchase

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 in “Objections.”

Commodity or commodities to be purchased:

Schedule Planner – College Scheduler Application

Explanation of the need to be fulfilled by this item(s) and why it is the only one that can meet the specific needs of the department:

All students are required to build a class schedule each term they are enrolled at USM. This tool enables them to maximize the use of their time toward graduation by providing schedule options that draw from the Major requirements while matching classes that are offered and open for enrollment. It is not a tool required for use by the Registrar’s Office, rather it is a tool provided to assist students with a difficult process of schedule planning. In addition, Academic Advisors in each of the Colleges at USM do sometimes use the product to assist students who need assistance.

Name of company/individual selling the item and why that source is the only possible source that can provide the required item(s):

Civitas Learning is the sole provider of College Scheduler

They are the sole provider of a text-only version of the student schedule planner that is 508 compliant, thus helping USM with ADA compliance. In addition, with student security being of utmost importance, College Scheduler has the highest of standards in keeping student data secure. They are considered SOC2, which is the gold standard in security measurement.

Estimated cost of item(s) and an explanation why the amount to be expended is considered reasonable:

The per year fee for College Scheduler is a minimal fee for the efficiency and effectiveness of the product. To implement a new product that is unable to ensure the same proficiency and reduction of University IT resources makes the purchase, and support, of another software questionable.

Explanation of the efforts taken by the department to determine this is the only source and the efforts used to obtain the best possible price:

During the time we were reviewing the possible purchase of the software, we communicated with institutions that had purchased the product. After inquiring about the implementation, IT resources, and compatibility with current university software,

vendor support, and satisfaction of the product once implement, the most efficient and cost-effective product available for the service we were wanting to provide was College Scheduler. We were unable to find any product that was more cost effective or used State resources more efficiently.

Advertisement Schedule	Date
1st scheduled	5/10/19
2nd scheduled	5/17/19

Objections

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.