

**The University of Southern Mississippi**  
**Notice of Proposed Sole Source Purchase**  
**SSP 19\_020**

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: AdAstra Schedule, currently utilizing v8.6.0., cloud hosted academic space scheduling software.
2. Explanation of why the commodity is the only one that meets the needs of the agency: USM implemented Astra Schedule as its classroom scheduling software in 2004. This project is to secure approval to renew this cloud-based software contract and provide a seamless experience for our staff who utilize this application. Renewal will include product enhancements and upgrades, as well as ongoing support and maintenance from the vendor.
3. Explanation of why the source is the only source is the only person or entity that can provide the required commodity: AdAstra Information Systems, LLC is the sole manufacturer and distributor of Astra Schedule software. The Ad Astra application has a proven track record for successfully scheduling space for each class section. It has helped to eliminate overbookings and underutilization of rooms, and the integration with Ad Astra's Platinum Analytics, as required by IHL for is crucial for compliance. Research shows many products that provide room scheduling capability good for businesses, but Ad Astra encapsulates everything necessary for the intricacies of scheduling for an entire course catalog as used in the educational environment.
4. Explanation of why the amount to be expended for the commodity is reasonable: This product is a factor necessary to satisfy a mandate by IHL. The combined cost to purchase and implement a new tool would outweigh the cost to continue this service and would cause USM to be out of compliance with IHL.

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5. Efforts that the agency went through to obtain the best possible price for the commodity:

We did not find a comparable product.

<b>Advertisement Schedule</b>	<b>Date</b>
<b>1<sup>st</sup> scheduled</b>	<b>5/21/19</b>
<b>2<sup>nd</sup> scheduled</b>	<b>5/28/19</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.