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:
2. What efforts were made by the Agency to determine that the proposed provider is the only entity that can provide the commodity needed?
3. What efforts were made to ensure the best possible price for the commodity was obtained?
4. Why is the commodity the only one that can meet the needs to the Agency?
5. Why is the amount expended for the commodity reasonable?

|  |  |
| --- | --- |
| **Advertisement Schedule** | **Date** |
| **1st scheduled** |  |
| **2nd scheduled** |  |

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 by September 11, 2025, 8:00 AM CST, to:

Jacob Cochran

Director of Procurement & Contracts

Jacob.Cochran@usm.edu

**Subject Line must read "Sole Source Objection 25\_XXX"**

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.