

**The University of Southern Mississippi**  
**Notice of Proposed Sole Source Purchase**  
**SSP 19\_001**

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: **This is to renew our ImageNow software support and maintenance with Perceptive Software.**
2. Explanation of why the commodity is the only one that meets the needs of the agency: **The current software, ImageNow provides a PeopleSoft interface, document managing resources, and quickly accessible reports. At least forty-three University departments with approximately three hundred fifty intermittent users are currently utilizing ImageNow; with a great likelihood of more in the future as the need arises. The University has purchased imaging hardware and document storage for the current system.**
3. Explanation of why the source is the only source is the only person or entity that can provide the required commodity: **ImageNow builds powerful document management into existing technology investments with minimal lifetime cost. The software provides enterprise document management products, services and support that help university stakeholders achieve time and cost savings across campus. An understanding of PeopleSoft systems to include Financials, HCM, and Campus Solutions is critical to the success of this project.**
4. Explanation of why the amount to be expended for the commodity is reasonable: **The University's E & G funds will be the source of funding for this project.**

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

**The University of Southern Mississippi researched other viable options but did not find another company to offer the required maintenance and support.**

<b>Advertisement Schedule</b>	<b>Date</b>
<b>1<sup>st</sup> scheduled</b>	<b>7/25/18</b>
<b>2<sup>nd</sup> scheduled</b>	<b>8/1/18</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.