The University of Southern Mississippi  
Notice of Proposed Sole Source Purchase  
SSP 19_016

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: **Curriculog software platform from DIGARC.**

2. Explanation of why the commodity is the only one that meets the needs of the agency: 
This software will allow for management of our curriculum and academic policy approval process. Curriculog seamlessly integrates with our Acalog digital bulletin/catalog software that was also developed by DIGARC. No other product will integrate with Acalog.

3. Explanation of why the source is the only person or entity that can provide the required commodity: **DIGARC is the company that provides Acalog which we have been invested in for six years. DIGARC is the company that developed Curriculog and they are the sole provider of the software platform.**

4. Explanation of why the amount to be expended for the commodity is reasonable: **The initial amount in year one includes license for the software and the cost associated with implementation and training. Future costs only include the fees associated with hosting and support. The investment in the software will allow us to more efficiently utilize our current human resources.**

5. Efforts that the agency went through to obtain the best possible price for the commodity: 
**We negotiated with DIGARC and looked at a variety of options to bring the cost down. After continued negotiation, they agreed to a licensing model which would**
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SSP 19_016

have a higher one-time upfront cost but would have a much reduced annual fee structure.

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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.