

Notice of Intent to Certify Sole Source

To: Interested Parties

From: Ellen Swoger
CIO, Applications

Date: 11/12/2021

Re: Sole Source Certification Number 9440 Document Control & Compass

Contact Email Address: solesource@umc.edu

Sole Source Certification Award Details

Regarding UMMC Sole Source Certification Number 9440 Document Control & Compass, please be advised that UMMC intends to award the purchase of the Document Control & Compass Software modules to MediaLab. MediaLab is the only vendor product that incorporates all of the modules needed to meet and maintain regulatory compliance; improve training and quality of our crews; while meeting the needs of our staff in one integrated system.

UMMC issues this notice in accordance with Mississippi state law, policy, and procedures for sole source procurements.

Sole Source Criteria

1. Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration (and manufacturer is the sole supplier).
2. Where a sole supplier's item is needed for trial use or testing.
3. Where a sole supplier's item is to be required when no other item will service the needs of UMMC.

Schedule

Task	Date
First Advertisement Date	November 18, 2021
Second Advertisement Date	November 29, 2021
Response Deadline from Objectors	December 6, 2021 at 3:00 p.m. Central Time
Notice of Award/No Award Posted	Not before December 6, 2021

Project Details

1. Describe the commodity/service that the agency/institution is seeking to procure:

Medialab offers computer based products to help hospitals meet regulatory competency training and compliance requirements, safety training and security requirements, provide staff approved continuing education to maintain licenser save time and energy while managing the lab's entire document life cycle with paperless documentation. Medialab is an ideal combination of integrated modules ensuring our laboratory meets Centers for Medicare & Medicaid Services (CMS), College of American Pathologists CAP, and Joint Commission regulatory compliance requirements.

2. Explain why the commodity/service is the only one (1) that can meet the needs of the agency/institution:

Medialab modules are used to provide and monitor progress of approved continuing education, regulatory required safety training, document control maintenance, inspection readiness, competency assessment requirements, personnel documentation requirements in an integrated system allowing staff and management ease of access with only one user name and password to maneuver through all integrated systems. It also offers specialized case study challenges similar to our prescribed proficiency testing materials to further enhance the competency and knowledge base of MCES transport crews.

3. Explain why the source is the only person or entity that can provide the required commodity/service:

No other vendor has all of the modules integrated into one system allowing ease of use for staff and management. See supporting letter from MediaLab, Attachment A.

4. Explain why the amount to be expended for the commodity/service is reasonable:

The estimated amount to be expended for the purchase of the Document Control & Compass software modules is **\$18,360.00**, for three years. Please be advised that UMMC will determine if additional enhancements, upgrades, support, or equipment are within scope during the certification period and may increase the spending authority accordingly. Should MediaLab change their name during this certification period, then UMMC will determine if a recertification is necessary. This amount is within the expected price range for this software.

5. Describe the efforts that the agency/institution went through to obtain the best possible price for the commodity/service:

Through market intelligence, UMMC was able to negotiate best pricing for these products. All applicable discounts were explored and applied.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the Document Control & Compass software modules, (hereafter, "Products") should not be certified as a sole source should provide

information in the Vendor Form for the State to use in determining whether or not to proceed with awarding the sole source to MediaLab. The Vendor Form may be found at

<http://www.dfa.state.ms.us/Purchasing/documents/ObjectiontoSoleSourceDetermination.pdf>.

Objections must include the certification in Attachment B.

Comments will be accepted at any time prior to Monday, December 6, 2021, at 3:00 p.m. (Central Time) to solesource@umc.edu. Responses may be delivered via email to solesource@umc.edu. UMMC WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach UMMC on time. Responses received after the deadline and responses that lack all required information will be rejected. UMMC reserves the right to inspect Interested Party's commodity for comparison purposes.

If you have any questions concerning the information above or if we can be of further assistance, please contact solesource@umc.edu.

Attachment A: Vendor Correspondence

Attachment B: Objection Certification

Attachment B

SUBMITTED IN RESPONSE TO

Sole Source Certification No. SS9440

Accepted until Monday, December 6, 2021, at 3:00 p.m.

I certify that the information contained in this objection is true and accurate to the best of my knowledge. I understand that UMMC will investigate all statements made in this objection and that any false or misleading information provided may result in adverse action.

Objector Name
Objector's title