Mississippi Department of Information Technology Services

3771 Eastwood Drive
Jackson, MS 39211-6381
Phone: 601-432-8000
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www.its.ms.gov

David C. Johnson, Executive Director

Notice of Intent to Certify Sole Source

To: Interested Parties

From: David C. Johnson

CC: ITS Project Number 46300

Date: March 10, 2021

Re: Sole Source Certification Number 4374 to provide MedHub System subscriptions for the University of Mississippi Medical Center (UMMC).

Contact Name:

Contact Phone Number: 601-432-8001

Contact E-mail Address: jay.woodruff@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4374 for the University of Mississippi Medical Center (UMMC), please be advised that ITS intends to award MedHub LLC, as the sole source provider of MedHub System subscriptions through March 28, 2024, in an amount not to exceed $398,400.00. Please be advised that ITS will determine if additional subscriptions, services, or support are within scope during the certification period and may increase the spending authority accordingly. Should MedHub LLC change their name during this certification period, then ITS will determine if a recertification is necessary. For an explanation regarding Mississippi state law, policy and procedures for sole source procurements, refer to Attachment C: Sole Source Procurement Overview.

Sole Source Criteria

1. The product or services being purchased must perform a function for which no other product or source of services exist:

    The MedHub System is a cloud-based, workflow solution that supports the activities, evaluation, and performance of students, residents, and faculty. It is a unique, proprietary, and custom software application that provides features and services not available anywhere else. The MedHub System allows UME program students and GME program residents to evaluate one another. Faculty, students and residents are all able to all use the unified system with a single log-in and system URL. The MedHub System is a student and course evaluation program that specifically provides and integrates the following processes into one system: curriculum mapping, student scheduling, student evaluations, faculty evaluations, course evaluations, tracking of clinical experiences and procedures for individual students, and tracking of evaluation completion. All of these processes are

required to be completed by the School of Medicine (SOM) to provide a coherent and orderly educational program. The MedHub System offers an unparalleled collection of the healthcare education components serving a broad spectrum of the healthcare education market that cannot be found in any other single solution. The customer's sole source certification request is included as Attachment A.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

   The MedHub System addresses the need for a centralized process to manage student data and information for the educational program within the SOM. The Liaison Committee on Medical Education (LCME) is the accrediting body for medical schools. There are seven standards from the LCME that require a centralized process for student data and course information. The MedHub System meets those standards by allowing:

   - **management of all evaluations completed for students, courses, and instructional faculty during each year of the educational program;**
   - **completion of patient and procedure logs by all students where logs are monitored by the program to ensure that students have the required clinical experiences outlined by the educational program objectives;**
   - **completion and management of duty hour logs for students that are monitored by the program to ensure that students spend the appropriate number of hours actively engaged in their clinical and educational activities during clerkships;**
   - **the SOM to create multiple evaluation tools for each level of the educational program to create a Medical Student Performance Evaluation (MSPE) for each graduating medical student;**
   - **a centralized process for collecting and collating the narrative assessments completed by teaching faculty on all students;**
   - **a centralized process for instructional faculty to submit formative feedback to students while also providing tracking of this process by administration; and,**
   - **a centralized process for reviewed summative assessments of all medical students.**

   In addition, the MedHub System provides a curriculum mapping function for the educational program and schedule management for all of the clinical students. The curriculum mapping function is critical for the management, sequencing, evaluation, and implementation of each component of the curriculum. Schedules for clinical clerkships and rotations are completed for all clinical students through the schedule optimization component. These schedules are maintained in the system and allow appropriate sequencing of the student evaluations. The customer's sole source certification request is included as Attachment A.

3. The product or services must be available only from the manufacturer and not through resellers who could submit competitive pricing for the product or services:

   The MedHub product is only available directly from MedHub LLC and is not available through any resellers. The Vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	03/09/21
Second Advertisement Date	03/16/21
Response Deadline from Objectors	03/24/21 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 03/25/21

Project Details

UMMC, without ITS involvement, has certified MedHub as a sole source on an annual basis since March 2016 with $455,100.00 spent to date. UMMC wishes to extend MedHub for three years. The 3-year subscription cost exceeds the threshold for Institutes of Higher Learning sole source certification delegation and now falls under the purview of ITS.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the MedHub System subscriptions should not be certified as a sole source should provide information in the following format for the state to use in determining whether or not to proceed with awarding the Sole Source contract to MedHub LLC.

1.1   Interested Party Information

1.1.1   Contact Name, Phone Number and email address

1.1.2   Company Website URL, if applicable

1.2   Objection to Sole Source Certification

1.2.1   Interested parties must present specific objections to the Sole Source certification using the criteria listed above.

1.2.2   A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.

1.3   Comments will be accepted at any time prior to Wednesday, March 24, 2021, at 3:00 p.m. (Central Time) to Jay Woodruff at jay.woodruff@its.ms.gov or at the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211. Responses may be delivered by hand, via regular mail, overnight delivery, e-mail or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach ITS on time. Interested Parties may contact Jay Woodruff to verify the receipt of their Responses. Responses received after the deadline will be rejected.

1.4   Interested Party responses should include the following information:

SUBMITTED IN RESPONSE TO **Sole Source Certification No. 4374-46300** **Accepted until March 24, 2021 @ 3:00 p.m.,** **ATTENTION: Jay Woodruff**

If you have any questions concerning the information above or if we can be of further assistance, please contact Jay Woodruff at 601-432-8001 or via email at jay.woodruff@its.ms.gov.

Attachment A: Customer Sole Source Certification Request
Attachment B: Vendor Correspondence
Attachment C: Sole Source Procurement Overview

ITS
mississippi department of
Information Technology Services

Sole Source Certification Request

Project Title: Med Hub	**Stimulus (ARRA) Funds? Yes__ No X**

Customer Contact Information

Agency/Public University: University of Mississippi Medical Center **Address**: 2500 North State Street Jackson, MS 39216	**Contact Person:** Lydia Ory **Phone:** (601) 815-5275 **Fax:** **Email Address:** lory@umc.edu
MAGIC Customer Number (only required from state agencies):	**Division/Dept:** **Handmail:** ☐ **Yes** ☒ **No**

Project Summary *Narrative Description of Project* (include details of original acquisition if applicable):

MedHub is the software program that is used to manage all student and course evaluations within the School of Medicine (SOM) educational program. In addition, the software company stores the SOM curriculum database, enabling UMMC to access curriculum reports and uploads the information to the accrediting body annually. The company manages scheduling optimization for the clinical clerkships.

ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid):

Cost Estimates *Fiscal Year*	*Initial Costs*	*Ongoing Costs*	**Time Constraints** Item Needed by: 3/29/2021 Funds Expire:	**Anticipated Lifecycle of Products/System** (i.e. estimated years of effective use): 3 years
FY21	$132,800.00		**Discuss Funding** (e.g. how much of needed funding is definite; total project budget; any matching or other non-state funds)	
FY22		$132,800.00	**Budget funds**	
FY23		$132,800.00		
Total		**$398,400.00**		

Acquisition Details

Items Requested	Quantity	Description	Building Location(s)
MedHub Annual Subscription		Student User	
UME Premium eLearning Portal		Annual Fee	

Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification:

MedHub is a Software as a Service (SaaS) platform used for Residency and Student management services.

Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? Procurement request and sole source letter submitted to ITS.

Sole Source Certification Note: Certification must be renewed for each revision or continuation of previous Sole Source Approvals.

Specific business requirements to be met by the requested products or services:

MedHub student and course evaluation software addresses the need for a centralized process to manage student data and information for the educational program within the SOM. The Liaison Committee on Medical Education (LCME) is the accrediting body for medical schools. There are seven standards from the LCME that require a centralized process for student data and course information. The MedHub software meets those standards by allowing:

• management of all evaluations completed for students, courses, and teaching faculty during each year of the educational program;
• completion of patient and procedure logs by all students and logs are monitored by the program to ensure that students have the required clinical experiences outlined by the educational program objectives;
• completion and management of duty hour logs for students that are monitored by the program to ensure that students spend the appropriate number of hours actively engaged in their clinical and educational activities during clerkships;
• the medical school to create multiple evaluation tools for each level of the educational program to create a Medical Student Performance Evaluation (MSPE) for each graduating medical student;
• a centralized process for collecting and collating the narrative assessments completed by teaching faculty on all students;
• a centralized process for teaching faculty to submit formative feedback to students while also providing tracking of this process by administration; and,
• a centralized process for reviewed summative assessments of all medical students.

In addition, MedHub student and course evaluation software provides a curriculum mapping function for the educational program and schedule management for all of the clinical students. The curriculum mapping function is critical for the management, sequencing, evaluation, and implementation of each component of the curriculum. Schedules for clinical clerkships and rotations are completed for all clinical students through the schedule optimization component. These schedules are maintained in the system and allow appropriate sequencing of the student evaluations.

Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality)**:**

The MedHub System is a cloud-based, workflow solution that supports the activities, evaluation, and performance of students, residents, and faculty. It is a unique, proprietary, and custom software application that provides features and services not available anywhere else. The MedHub System allows UME program students and GME program residents to evaluate one another. Faculty, students and residents are all able to all use the unified system with a single log-in and system URL. The MedHub System is a student and course evaluation program that specifically provides and integrates the following processes into one system: curriculum mapping, student scheduling, student evaluations, faculty evaluations, course evaluations, tracking of clinical experiences and procedures for individual students, and tracking of evaluation completion. All of these processes are required to be completed by the School of Medicine (SOM) to provide a coherent and orderly educational program. The MedHub System offers an unparalleled collection of the healthcare education components serving a broad spectrum of the healthcare education market that cannot be found in any other single solution.

Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated)**:**
The MedHub System is a cloud-based solution that supports the activities and performance of individuals (both students and faculty). This is a unique, proprietary, and custom software application that provides features and services not available anywhere else. The MedHub System offers an unparalleled collection of the healthcare education components serving a broad spectrum of the healthcare education market that cannot be found in any other single solution. The MedHub product is only available directly from MedHub LLC and is not available through any resellers.

Vendor's Certification of Sole Source attached: ☒ **Yes** ☐ **No**   **Vendor's proposal attached:** ☒ **Yes** ☐ **No**

MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued.

Place Order To	Remit To
Vendor Name: MedHub LLC	**Vendor Name:** MedHub LLC
Vendor Address: 11161 Overbrook Road	**Vendor Address:** Lockbox Remittance
Leawood, KS 66211	62562 Collections Center Drive
	Chicago, IL 60393-0625

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/public university is responsible for these charges/costs.

Ellen Swobes   CIO Applications
Name (Agency Head or Public University CIO)/Title

signature   3/10/21
Signature   Date

medhub

February 12, 2021

To whom it may concern at UMMC:

This document was prepared to support the sole source justification of the MedHub System, and may be used to support required documentation for the timely deployment or continuation of the MedHub solution at your institution. MedHub, LLC makes no claims about competing systems, other than to represent that we believe our solutions are unique to the healthcare education marketplace in providing an enterprise-wide model to manage complexity and variability other systems were never built to handle.

MEDHUB OVERVIEW

In February of 2015, Ascend Learning, LLC -the parent company for eValue, acquired MedHub, Inc. (which owned the MedHub System) and subsequently thereafter, the company known as MedHub, Inc. began operating as a single company, MedHub, LLC.

MedHub, LLC, manages two products – the MedHub System and the eValue System. Our corporate headquarters are located in Minneapolis, MN:

MedHub, LLC

510 Marquette Avenue S.

3rd Floor

Minneapolis, MN 55402

612-253-0130

SOLE SOURCING STATEMENT

The MedHub System is a cloud-based solution that supports the activities and performance of individuals (both students and faculty). This is a unique, proprietary and custom software application that provides features and services not available anywhere else. The MedHub System offers an unparalleled collection of healthcare education components serving a broad spectrum of the healthcare education market that cannot be found in any other single solution. The MedHub product is only available directly from MedHub LLC, and is not available through any resellers.

Mike Burica
Vice President of Sales & Field Operations
Mike.Burica@medhub.com
medhub.com

The acquisition of information technology for all state agencies and institutions of higher learning (IHLs) is within the scope of the ITS law, found in Mississippi Code Section 25-53-1, et seq., and the policies and procedures established in accordance with this statute, found in the ITS Procurement Handbook posted on the ITS website (www.its.ms.gov).

ITS enabling legislation requires that information technology hardware, software and services be acquired in a manner that insures the maximum of competition among all manufacturers and suppliers of such equipment and services. Accordingly, ITS promotes full and open competition through the issuance of open specifications and the objective evaluation of Interested Party proposals to determine the lowest and best offering to meet an agency's or public university's business requirements. True competition protects the integrity and credibility of purchasing in the public sector and is essential in providing best value and adequate contractual protection for the purchasing entity. In certain limited situations, information technology acquisitions may be sole-sourced.

ITS utilizes the provisions of Public Purchasing Law for Sole Source and Emergency procurements of information technology. Mississippi Public Purchasing Law (Mississippi Code Section 31-7-13) specifies that noncompetitive items available from one source only be exempted from bid requirements (sole-sourced). ITS statute, in Section 25-53-5 (p), permits ITS to utilize provisions in Public Purchasing Law or regulations, when applicable.

Per Public Purchasing law, acquisitions must meet the following criteria to be authorized as sole source:

1.   The product or services being purchased must perform a function for which no other product or source of services exists,

2.   The purchaser must be able to show specific business objectives that can be met only through the unique product or services, AND

3.   The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the product or services. The vendor's correspondence regarding this criterion for this project is included as Attachment B.

By policy as documented in the ITS Procurement Handbook, acquisitions of IT services must include the following information to be authorized as sole source:

1.   An explanation about why the amount to be expended is reasonable, and

2.   An explanation regarding the efforts by the purchaser to obtain the best possible price.

For state agencies, approval of all technology purchases with a lifecycle cost of $5,000 or less, including sole source purchases, has been delegated to the agency. The ITS Procurement Limits Policies for Agencies (a section in the ITS Procurement Handbook) require a minimum of two competitive written bids or proposals for technology purchases with a lifecycle cost over $5,000 but not over $50,000 (not over $25,000 for projects funded by the American Recovery and Reinvestment Act). Since, for single source items, the procuring agency will be unable to obtain two written bids, ITS must certify all sole source acquisitions of information technology with a lifecycle cost greater than $5,000.

Institutions of Higher Learning (IHLs) or public universities have been delegated the authority to certify sole source procurements up to $250,000 lifecycle cost under the ITS Procurement Limits Policies for IHLs (a section in the ITS Procurement Handbook). For the certification of sole source procurements delegated to the CIOs at public universities, the public university must follow ITS' Sole Source Procedure, including advertisement of the intent to award as sole source. Institutions certifying a sole source purchase must ensure the criteria listed above are met and documented

in writing by the institution and the Interested Party prior to certifying a product or service as sole source. Sole source documentation must be reviewed and approved by the IHL's CIO for any sole-source certification above $5,000. All sole source documentation should be retained in the public university's procurement file. Sole source requests above $250,000 lifecycle cost require ITS approval.

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS. The customer's Sole Source Certification Request for this project is included as Attachment A.

ITS thoroughly reviews Sole Source Certification Requests, determining if competing products and/or services exist. If so, ITS conducts a competitive procurement. If ITS' review confirms the sole source, then a Sole Source advertisement is issued, giving other Interested Parties an opportunity to identify competing products and/or services. Based upon the results of the Sole Source advertisement, ITS will either certify the request as a sole source or conduct a competitive procurement.