

Mississippi State University
Notice of Proposed Sole Source Purchase

167-96

Mississippi State University anticipates purchasing the item(s) listed below as a sole source purchase. Anyone objecting to this purchase shall follow the procedures outlined below.

1. Commodity or commodities to be purchased (make, model, description):

StarRez annual system maintenance FY 2018 (Housing assignments system)

2. Explanation of the need to be fulfilled by this item(s), how is it unique from all other options, and why it is the only one that can meet the specific needs of the department:

The StarRez system assists with the major function of the department of housing and has done so for approximately 10 years. This system allows housing to manage all student assignments within our facilities. StarRez is a sole source provider as describe in the attached email. Without this maintenance, we cannot continue business.

3. Name of company/individual selling the item and why that source is the only possible source that can provide the required item(s):

StarRez is the sole provider of StarRez software solutions, support and services, including annual maintenance services.

4. Estimated cost of item(s) and an explanation why the amount to be expended is considered reasonable:

Estimated cost for one year of StarRez annual maintenance is \$36,775. This fee covers maintaining every module added to the original product since its purchase in 2005. This fee has remained constant for the last 4+ years.

5. Explanation of the efforts taken by the department to determine this is the only source and the efforts used to obtain the best possible price:

Because StarRez systems cannot be maintained by any other vendor, their services cannot be compared.

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:

Don Buffum, CPPO
Director of Procurement & Contracts
dbuffum@procurement.msstate.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, MSU determines that the commodity in the proposed sole source request can be provided by another person or entity, then MSU 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 MSU determines after review that there is only one (1) source for the required commodity, then MSU will appeal to the Public Procurement Review Board. MSU will have the burden of proving that the commodity is only provided by one (1) source.