

Mississippi State University
Notice of Proposed Sole Source Purchase
245-49

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):

Band Uniforms as originally designed and manufactured by Stanbury Uniforms in 2019.

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:

This purchase is to provide fill-in uniforms for the growing MSU band. The original uniforms were designed and manufactured by Stanbury and have a unique fabric and construction. The uniforms being purchased need to be identical to the current uniforms being worn by the band so that they do not “stick out” or are clearly distinguishable from the current uniforms.

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

Stanbury Uniforms is one of many companies that produce band uniforms, but they are the original designer and manufacturer of the current band uniforms being worn by MSU. For the fill-in uniforms to be identical to the current uniforms, they should be manufactured using the same materials, patterns, and designs that were used previously in the last uniform construction. While other companies may be able to produce a similar uniform to the ones currently being worn, they would not be exactly the same and would be obviously different.

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

The cost of the fill-in uniforms is \$11,537.50 plus shipping, which is a reasonable price for adding more uniforms to the current inventory at MSU. The creation and manufacturing of a brand new uniform for a 400+ member band would be \$150,000 or more.

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:

While there are other uniform companies that provide similar products, it is vitally important that the fill-in uniforms being requested be manufactured by the same company so that the appearance (design, color, fabric, etc.) is identical to the current uniforms still being used by the MSU Band since they will be worn together at the same time.

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:

Jennifer Mayfield, CPPO
Interim Deputy Director of Procurement & Contracts

jmayfield@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.