

Mississippi State University
Notice of Proposed Sole Source Purchase
245-72

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):

LockDown Browser Campus-wide License [Term 08/01/25 – 7/31/26]

Respondus 4.0 Campus-wide License [Term 08/01/25 – 07/31/26]

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

Information Technology Services (ITS) currently provides a Respondus 4 Campus-wide license to faculty for creating and managing exams that can be printed to paper or published directly to Canvas, MSU's Learning Management System (LMS). In addition, ITS provides Respondus LockDown Browser Campus-wide license as a custom browser that locks down the testing environment within Canvas. When students use the Respondus LockDown Browser they are unable to print, copy to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading.

Respondus is the only lockdown browser solution that integrates with Canvas.

It is important to run the most current version of Respondus products since the updates are often integrated into Canvas. To obtain the latest upgrades and technical support for Respondus and Respondus LockDown, ITS must purchase a subscription of the license.

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

Respondus sells directly only, no other sales channel.

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

ITS received a quote for the 08/01/25 – 07/31/26 term and there is no increase from last year. Respondus LockDown Browser Campus-wide License subscription cost is \$6,145.00 and Respondus 4.0 Campus-wide License subscription cost is \$2,745.00.

ITS must purchase a subscription of the license prior to the July 31, 2025 expiration date. Should MSU choose not to purchase a subscription of our Campus-wide license from Respondus for the next fiscal year, Respondus will stop working. The cost to upgrade to the newest version, at a later date, would be based on their current published pricing at the time.

1. 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:

I have spoken with Respondus and have confirmed in writing that our current Respondus software can only be acquired through them. Due to this fact, I declare Respondus to be the sole-source provider for this subscription purchase.

The annual cost of Respondus varies with MSU's FTE numbers.

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
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.

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