

Mississippi State University
Notice of Proposed Sole Source Purchase
245-74

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):

Esend,

SEQUEL Data Access,

SEQUEL Web Interface

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:

TotalCard is MSU's ID Card production, access control, attendance tracking and declining balance debit card system. TotalCard is exclusively a AS/400 developed software system and is dependent on the above suite of software packages. For right to use on these software packages, annual support and maintenance is required.

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

Fortra – The manufacturer certifies that they are the only source for purchasing support and maintenance on their products.

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

\$12,519.56 – This represents less than 15% increase over the previous year's support. This is well in line with industry practices.

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:

See attached sole source letter from the manufacturer.

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.

.