

**Mississippi State University**  
**Notice of Proposed Sole Source Purchase**  
**245-91**

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):**

Maintenance on 100 Academic Perpetual Concurrent MATLAB Licenses.

**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:**

3. Information Technology Services (ITS) currently provides MATLAB software that is targeted for faculty and student use in Science, Technology, Engineering, and Mathematics (STEM) departments for their teaching and research. The faculty have chosen to use MATLAB because they judge MATLAB and its components, Simulink and Toolboxes, meet their classroom and research needs by providing a programming environment for algorithm development, data analysis, visualization, and numeric computation. Faculty request ITS to purchase the maintenance for our MATLAB licenses on an annual basis in order to make use of the latest software upgrades with new features and access to technical support.

ITS makes available 100 concurrent MATLAB licenses and while MATLAB is primarily used by STEM faculty, all MSU employees are eligible to use MATLAB on university and personal computers. In addition, students are authorized to use MATLAB on computers in ITS Open Computer labs. Faculty has option to purchase individual toolboxes as ITS will bill back cost.

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

The MathWorks, Inc sells MATLAB license maintenance directly and doesn't have other sales channels.

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

Should ITS choose not purchase maintenance on our 100 concurrent licenses from MATLAB for FY26, the cost to upgrade to the newest version, later, would be approximately the same amount for each year that was skipped, however a 5% reinstatement fee would be added.

**2. 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 MATLAB and have confirmed in writing that maintenance for our current MATLAB licenses can only be purchased through MathWorks. Due to this fact, I declare MathWorks to be the sole-source provider for this purchase.

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  
Director of Procurement & Contracts  
[Jmayfield@procurement.msstate.edu](mailto: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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