

Mississippi State University
Notice of Proposed Sole Source Purchase
234-110

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):

RCCEPT7-SA Class Climate Enrollment Platinum L7 License Annual Software Agreement Renewal. Assurance:1: Class Climate Enrollment Perpetual L7. Serial No: 12662

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 software agreement for the aforementioned software applications require annual renewal in order to maintain up-to-date software for the creation, dissemination, and processing of university-wide course evaluations and surveys that provide important data to the constituents of Mississippi State University. The renewal of the software agreement provides access to all software upgrades, maintenance services, and technical support for the software applications. The annual software agreement renewal is specifically for a software system, Class Climate, which we utilize within the Office of Institutional Research and Effectiveness. This software system has been used for several years by the university creating a substantial database of information. Therefore, it is critical that the annual software agreement for the Class Climate system be renewed. The Class Climate software and all software/technical support annual license renewals are solely owned and available from only the Scantron Corporation. The Scantron Corporation is the sole proprietor of the Class Climate system. Scantron Corporation holds the copyrights to the pertaining software and any upgrades associated with that software. Therefore, the aforementioned annual software agreement renewals for the Class Climate system can only be obtained from Scantron Corporation.

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

Scantron Corporation

The Scantron Corporation is the sole proprietor of the Class Climate system. Scantron Corporation holds the copyrights to the pertaining software and any upgrades associated with that software. Therefore, the aforementioned annual software agreement renewals for the Class Climate system can only be obtained from Scantron Corporation.

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

The total cost of the annual software agreement renewal for Class Climate Enrollment Platinum L7 License is \$13,977.00.

The cost of this software agreement renewal is for the period from 12/01/2023 to 11/30/2024 and provides software maintenance and technical support services during that time period. Any software upgrades during the covered time period are also made available for download and implementation.

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:

The Office of Institutional Research and Effectiveness had completed an initial review of possible information systems on the market that could perform the desired task necessary for handling the process of university-wide course evaluations. The committee came to an agreement on the purchase of the Class Climate system which is currently still utilized for that process plus additional processes. Therefore, the Class Climate system needs to be maintained and kept up to date which can only be accomplished through a software agreement with Scantron Corporation. Through negotiation with our sales representative associated with the Scantron Corporation, the annual software agreement renewal contract price and terms were determined.

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.