

Mississippi State University
Notice of Proposed Sole Source Purchase

234-96

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):

Software license, software support, and equipment maintenance for KeyTrak Guardian panels.

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 annual license, support, and maintenance agreement with KeyTrak, Inc. is needed to protect the security of the keys our department has for campus E&G buildings, our Campus Landscape equipment, our Facilities Management heavy equipment, and some of our vehicle keys.

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

KeyTrak, Inc. is the only authorized provider of support service for the KeyTrak panels we have. They have submitted a sole-source letter.

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

Yearly renewal fees for the software license, software support, and equipment maintenance are currently \$6,697.60/year. The cost for the replacement of the KeyTrak equipment would exceed the costs to continue with the yearly support renewals.

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:

Searches of electronic key control/management systems have offered up other systems, but no other vendors that provide the authorized support for KeyTrak systems. KeyTrak, Inc. has also submitted a sole-source letter.

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.