

Mississippi State University
Notice of Proposed Sole Source Purchase
245-06

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):

Workzone. A project management tool.

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:

Workzone is a robust yet easy-to-use project management tool. It allows for online collaboration and includes additional functionality specifically created for Marketing/Creative/Comms teams, such as image mark-up and request management (among others, I'll specify below).

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

Workzone. Other tools take months to onboard and cost multiple times what Workzone costs. Other tools don't provide the level of features or the support we need. Most don't have human-based support or charge for onboarding programs with their external partners that cost \$2500+

Features:

What this tool can do for us:

Project Dashboard: With so many projects running at once we need a dashboard that will allow us to see all the projects going on and dive deep where attention is needed. Their dashboard gives high-level and detailed level visibility without having to wait for pages to load, something we haven't seen in other tools. You can also seamlessly move to a Gantt view to see a timeline and what's coming in the future.

Request forms: We manage dozens of requests each week. We need a better way to keep track of them. The system allows us to manage approvals and attach the details of requests to the project. For each type of request, we can create a form with our own fields, including conditional fields that populate additional questions based on an answer. It also includes the ability to set standard lead times so that requests aren't coming through with unrealistic due dates. Then in

the approvals dashboard, we can review requests, ensure all the information needed for each project, and modify them as needed based on review all before the project is scheduled.

To-do lists: All of the team members will now have one place to focus their attention and get work done. These are automatically created daily, emailed out, and become their homepage when they login. So we don't have to spend extra time creating a to-do list from our project list.

Project Templates: Because we manage so many projects and we need to create new projects/timelines often, Project Templates will help us expedite the process and quickly assign tasks.

Document Mark-up, Review and Approvals: We will link documents directly from SharePoint or when a document is ready for mark-up, it will be uploaded for use in their image mark-up tool. We can track history through version control, and send files for approval with our approvals workflow, whether they are a link or file uploaded in the system. This keeps all the details centralized within the project so that we don't have to go searching through emails and drafts.

Reporting: A full suite of reporting is available. This includes reports that will help us manage the day-to-day and provide executive-level reporting when decisions need to be made. We can see data by type of work, by college or other department, and my team members to help us understand where our time is being spent.

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

\$6,120 per year. Other tools do not provide the features or support needed.

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:

This is the only vendor that has this level of project management and service that is willing to work with a team of my size.

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.