

Mississippi State University
Notice of Proposed Sole Source Purchase
245-08

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):

Teamworks Hub specifically the Retain Academic Platform to manage athletic academic support services

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:

Teamworks Hub includes the following unique capabilities:

Ability to send mass email, text (via long code) and voice communications, including the ability to schedule messages for delivery at future dates.

Ability to provide granular access to all support and coaching staff.

Ability to audit individual user usage and track delivery of text messages and voice communications and track open/read status of emails.

Ability to securely house and share documents, scouting reports, play books, forms and other team-related information.

Ability to gather information through digital forms with DocuSign integration or through a form builder.

Ability to build custom forms through a form builder and have certain responses flagged and alerted to designated staff.

Ability to construct/maintain centralized team calendars (e.g. practice, meal, travel, meetings, etc.) and calendars for all major support groups.

Ability to execute all travel planning (e.g. Itineraries, task lists, rooming lists, travel rosters, etc.) in one centralized location.

Ability to sync with MS Exchange and Google Calendar and provide access to mobile calendar platforms.

Ability to generate automatic communications for appointments and generate custom reporting for communications.

Centralized location for student-athlete data.

Ability to add custom notes and strong reporting capabilities.

o Ability to restrict access to data to maintain FERPA compliance.

Retain includes the following unique capabilities (in addition to those above):

Ability to manage all tutors and tutor sessions integrated with the student-athlete engagement tool.

Ability to provide the end-user an integrated mobile application experience including all communication and collaboration within the Athletic Department (digital file sharing, form distribution and completion, travel logistics, etc.).

Ability to engage with all full-time and part-time staff across the entire athletic department (advisors, tutors, coaches, sports medicine, sports performance, administration, etc.). o Ability to create reports to update appropriate staff members (coaches and administrators) on student-athlete academic performance.

Ability to send and receive faculty progress reports with a customized message and a captured response rate.

Ability to send travel letters to faculty for excused absences due to team travel. o Ability for student-athletes to digitally “check-in” to an event and/or study hall using a QR code through the integrated mobile application.

Ability to report in real time who has “checked-in” and hours remaining for study hall within a given week.

Ability to add an unlimited number of users outside of student-athletes (tutors, advisors, learning specialists, etc.).

Ability to create academic tasks that can be shared with a student-athlete

Ability for student-athletes to create academic tasks and mark as completed

Ability to run a report of all tasks to provide to the appropriate staff members

Ability to remind student-athletes of academic tasks.

Ability to mark a student-athlete present, tardy, or absent when checking attendance.

Ability to create notifications when a student-athlete is absent from class.

Ability to run reports on class attendance to provide to the appropriate staff members.

Ability to digitally track equipment check outs and assign a check-out form to student-athletes.

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

Teamworks formerly Retain/GradesFirst has provided services for Athletic Academics for at least the last 10 years. This platform helps us to manage all tutoring, mentoring, study hall, and all other academic responsibilities that student-athletes need.

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

Below is the payment schedule but Athletic Academics will pay \$15,000 per year and the Athletic Department will take care of the remaining for the life of the contract. Athletics already uses this platform department wide.

Payment Due 07/01/2024 \$10,500.00

Payment Due 07/01/2025 \$20,000.00

Payment Due 07/01/2026 \$29,250.00

Payment Due 07/01/2027 \$31,000.00

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:

Communication with other Southeastern Conference members on the platforms they use as well as discussions at the National Association of Academic and Student-Athlete Development Professionals National Convention to discover any other competitive service options. Teamworks has recently purchased Retain, which would have been the other quote we would have obtained.

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 and CPO, 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.