

Mississippi State University
Notice of Proposed Sole Source Purchase

245-111

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):

3 ScanStations featuring all-in-one touchscreens, Duplex Sheet Feed Scanners, & TBS ScanEZ software

2. Explanation of the need to be fulfilled by this item(s), how it is unique from all other options, and why it is the only one that can meet the specific needs of the department:

We have been using 6 Scan Stations from TBS for the past 10 years, but unfortunately these computers do not support Windows 11. We've decided to downsize to just the 3 Scan Stations (one for Mitchell Memorial Library, one for Giles CAAD Library, and one for Old Main Academic Center). This reduction in ScanStations will result in a yearly savings of 2,385.00 compared to our current support contract with TBS. This quote is for 3 upgraded versions of their Scan Stations running Windows 11 and replacement duplex sheet feed scanners. These ScanStations will hook up to our currently supported flatbed scanners (and retain support) and the replacement duplex sheet feed scanners.

The ScanEZ software provides a user-friendly interface with (36) one touch remastered options for patrons/students to choose from for a completely restored image. The software changes the sharpness, vividness and contrast to restore images, photographs, newspapers, etc., to look new again. This allows them to scan documents of their own desired quality without needing to know the unique settings for different scanning software. It also provides built-in functionality for sending the scans via email or copying it onto a USB. All of these features together allow for a self-directed experience requiring little to no assistance and avoiding time-consuming steps like signing into a computer for account creation, signing into an email account in a browser, and needing to know where a scan was stored on a computer to copy onto a drive.

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

Today's Business Solutions, Inc.

7820 South Quincy Street

Willowbrook, Illinois 60527

Per the attached sole source letter, TBS is the software developer and the only authorized sales and service agent for the ScanEZ software, Scan EZ web-based portal and reporting module, and the Vivid Pix patented photo restoration software. Similar tools exist separate from one another, but none that are all-in-one solutions with the degree of ease of use, responsive support, and affordability that TBS provides.

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

FY25

Scan Stations

21-inch Table/WideScreen All-in-One Touchscreen - Windows 11	\$7,144.50
Single Pass Duplex Sheet Feed Scanner 70 ppm/140ppm	\$2,085.00
Annual license & support 1st year included with purchase	\$0.00
Exclusive TBS ScanEZ Features	\$0.00
ScanEZ Web Reports	\$0.00
ABBYY Fine Reader - OCR Support	\$0.00
ScanEZ ScanStation multilingual interface	\$0.00

Services

Shipping	\$520.00
Total:	\$10,199.50

FY26

Annual Maintenance & Support \$2,385.00

Total: \$2,385.00

FY27

Annual Maintenance & Support \$2,385.00

Total: \$2,385.00

FY28

Annual Maintenance & Support \$2,385.00

Total: \$2,385.00

FY29

Annual Maintenance & Support \$2,385.00

Total: \$2,385.00

The closest alternative solution that would include the necessary support is \$10,000 per device, which would triple the cost of this procurement. There are two additional benefits with TBS:

- 1) We can continue using the flatbeds of our current contracts with the new contracts and will retain the support for them (3 less items to purchase).
- 2) We get the first year of annual maintenance & support (\$2,385 value) for free.

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:

We have maintained a contract with TBS for 6 different Scan Stations purchased on 3 different years since 2014. When I got the quote for 3 ScanStations, I asked if they could provide a reseller from whom we could get a competing quote. This is when Mick Smith of TBS informed me they were the sole source provider on them and provided me the attached sole source letter.

I did some research and have found no alternatives with the full solution (scanning software, sheet fed scanners, and annual support for these and existing flatbed scanners) that TBS

provides. I did find one website <https://thecrowleycompany.com/tbs-scanEZ-library-scanning-software/> that mentions the ScanEZ Library scanning software, but only in combination with the Zeuschel OS 15000 Comfort scanner. I emailed Mick Smith about this and he informed me that they're integrating the ScanEZ software into this specific overhead book scanner. This single scanner alone costs \$10,000 and is intended as a "backroom" special book scanner for "protected" books. Purchasing 3 of these would triple the cost and also would not meet the need for the additional document feed scanning functionality that we've seen great use out of these last 10 years. I've attached that email correspondence (Crowley Company Response) as well.

To obtain the best possible price, I discussed with Mick, and he confirmed that we could keep our current flatbed scanners and continue receiving support for them, thus avoiding the additional cost to replace them. He also provided us the first year of annual licenses & support for free.

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 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.