

Mississippi State University
Notice of Proposed Sole Source Purchase

245-147

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):

GLEAN notetaking software (500 subscriptions for one year)

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:

Students with a variety of disability conditions require assistance with notetaking. GLEAN provides a range of tools to support student notetaking, including import of instructor ppt slides, annotating notes, adjusting recordings to correspond with slides, deleting unnecessary parts of the recording, creation of a transcript with the press of a key at the conclusion of the class, and quiz creation based on the class recording.

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

Sonocent LLC. They are the only authorized seller to postsecondary institutions in the state of Mississippi.

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

\$21,990 for 500 licenses for one year = \$43.98 per student for the year with GLEAN.

Notetaking Express through Habitat Learn charges \$0.18/min for a return time of 48 hours of notes from recordings students upload. If a student taking 15 credits per semester for two semesters submitted 15 x 50 minute recordings weekly for 28 weeks (two semesters), the cost would equal \$3,780 per student per year.

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:

There is no exact comparison to GLEAN. We have benchmarked with SEC schools on options. No other notetaking approach was at the low price point per student as GLEAN.

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 Services, Chief Procurement Officer

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.

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