

**Mississippi State University**  
**Notice of Proposed Sole Source Purchase**

**245-124**

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):**

Annual membership fee, a per-application fee and a per-transaction fee related to the cost of the application fee processing

**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:**

Online undergraduate application services at a national and international level. A larger pool of students can be reached with the streamlined convenience of a single application form with customization and flexibility to accommodate the needs of our institution.

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

The Common Application (Common App). With over 1,300,000 applicants annually, Common App helps its member colleges connect with and provide educational opportunities to a large pool of students at both a national and international level. Common App marries the streamlined convenience of a single application form with the customization and flexibility necessary to accommodate the diverse needs of more than 1000 member institutions. The annual membership fee and set per-application fee provides member colleges with access to all data and service offerings.

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

Membership fee: \$2,500

Per App Fee: \$4.80

Per App Payment Transaction fee: \$2.00

This is considered reasonable as the tuition paid by 5 students who would not have been otherwise reached would cover the annual cost.

**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:**

It is widely recognized that there is no other existing membership platform by which to reach both national and international audiences with an admission application data-gathering product.

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](mailto: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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