

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

256-054

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):

| Quantity | Make | Model | Description |
|----------|------|-------|--|
| 1 | OTTO | 100 | Autonomous mobile robots outfitted with basic material handling applications, including cart handling and conveyor system. Must correspond with existing equipment in AiM UP lab including the same charging adapters, material handling applications, and software. |

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:

- The equipment will be used for education and training purposes. This equipment pairs with proprietary software that is specific to the units desired to be purchased. The advisory counsel of manufacturing employers who are involved in the project have agreed that the brand is a leader in the domain and have expressed training needs for the technology. Some of the employers actively deploy these specific units in their facilities. Any delineation from this would fail to meet the goals of the project, as software differences would prevent the project team from providing adequate training opportunities on the technology.

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

- Name of company: SIVAD, Inc.
- SIVAD has been named the sole educational reseller of OTTO products in the state of Mississippi. Additionally, SIVAD supports the integration of the technology into the lab space as well as facilitates the adoption of educational material into programs. Special discounts and training packages are also only available through SIVAD.

4. Estimated cost of item(s) and an explanation why the amount to be expended is considered reasonable:
 - The total estimated cost of the items to be purchased is \$67,320.41. This cost is considered reasonable due to the academic pricing that is offered through the reseller. The purchase includes industrial-grade technology, and the price offered to our academic institution is discounted from the price that would be offered to a commercial or industrial customer, according to the vendor.
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:
 - A sole source letter has been provided by the equipment manufacturer, OTTO, stating that SIVAD is the sole educational provider of OTTO products in the state of Mississippi.
 - o “This letter is to confirm that SIVAD, Inc. is the sole provider of OTTO Motors products to the educational sector in the states of Mississippi, Louisiana, and Arkansas.
The sale price offered to your educational institution is significantly discounted from the price that would be offered to a commercial or industrial customer and shows SIVAD’s and OTTO Motors’ commitment to supporting technical educational institutions.
OTTO Motors supports U.S. based manufacturing through its portfolio of AMR’s, fleet management software, and built-in data analytics tools. We are pleased to be working with SIVAD Inc. on this opportunity for your institution.”

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.