

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

**256-028**

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):

Web-based platform to automate and integrate MSU's high volume of documents directly into Slate.

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:

Parchment Receive Premium is the only web-based solution in which an institution can request, receive, and analyze electronic transcripts. Functionality only available within Parchment includes:

The 20,000 transcripts that MSU received over the last 12 months, cannot be accessed electronically through any other service.

Unified Inbox: ability to receive transcripts from any transcript exchange (CHESSIC, BridgeU, SPEEDE, Naviance, TrueCopy, XAP, etc).

Only provider with the ability to identify Receiver's preferred delivery method ensuring accurate fulfillment.

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

Parchment – Parchment represents areas solely unique to Parchment which cannot be created or offered by another vendor as it related to the receiving of electronic credentials. Transcript receiving inbox – Parchment Receive Premium

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

\$19, 680 annual subscription with a 5% annual increase. Parchment Receive Premium automates the incoming transcript process and integrates seamlessly into Technolution's CRM Slate saving approximately 1,165 hours per year in processing time or approximately \$20,970.00.

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:

Parchment is the largest credential network in the world, connecting thousands of high schools and colleges. This network effect is a key differentiator that cannot be replicated. Additionally, Parchment is the only credentialing provider with a certified, out-of-the-box integration for our SIS. As the MSU Registrar's Office has an existing contract with Parchment for other services, this price includes a 'bundle' discount that cannot be received from other vendors making it the best possible price.

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](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.