

Mississippi State University
Notice of Proposed Sole Source Purchase

256-040

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):
 - International Association of Assessing Officers (IAAO) Course 101 — Fundamentals of Real Property Appraisal
 - International Association of Assessing Officers (IAAO) Course 102 - Income Approach to Valuation
 - International Association of Assessing Officers (IAAO) Course 601 - Cadastral Mapping Methods & Applications
 - International Association of Assessing Officers (IAAO) Course 300 — Fundamentals of Mass Appraisal
 - International Association of Assessing Officers (IAAO) Course 201 — Appraisal of Land
 - International Association of Assessing Officers (IAAO) Course 400 — Assessment Administration
 - International Association of Assessing Officers (IAAO) Course 402 — Tax Policy
 - International Association of Assessing Officers (IAAO) Course 500 — Assessment of Personal Property
 - International Association of Assessing Officers (IAAO) Course 600 — Principles and Techniques of Cadastral Mapping
 - All IAAO Workshops including 181 – 7-Hour National USPAP Update for Mass Appraisal

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:

These courses are required educational courses as part of the Mississippi Education and Certification Program (MECP) for Tax Assessors. The program is mandated and empowered primarily by three sections of the Mississippi Code Section 27-3-52, 27-3-59, and 27-39-329. These courses are the only one that meets the requirements outlined in The Red Book, the manual of the MECP program.

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

International Association of Assessing Officers. The IAAO is the only organization that offers this specific course that meets the laws and rules set forth in Mississippi.

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

The cost of the course is \$135-\$490 per person enrolled.

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 other known course that would meet the laws and rules set forth by the state of Mississippi.

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.