

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

**256-078**

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):
  - Technical Support Agreement for the i2s CopiBook OS A2 XD scanner and Scantheus 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:
  - A Technical Support Agreement (TSA) covers the scanner from any hardware failure, ensures the software is up to date, and provides MSU staff with full access to remote support in case of issues or failures.
  
3. Name of company/individual selling the item and why that source is the only possible source that can provide the required item(s):
  - Image Retrieval, Inc. (DBA Image Retrieval)
  - Image Retrieval is the exclusive reseller and support center for all i2s equipment in the United States. No other company is able to provide support from an i2s trained technician, i2s hardware warranties, or software updates for i2s equipment and software.
  
4. Estimated cost of item(s) and an explanation why the amount to be expended is considered reasonable:
  - TSA for CopiBook Scanner: \$5,750
  - TSA for Scantheus software: \$430
  - High-end scanning equipment like the CopiBook is a significant investment. A support agreement ensures that this investment is protected through consistent maintenance, which prolongs the equipment's lifespan and ensures optimal performance. By doing so, it helps avoid unplanned costs associated with major repairs or premature replacement.

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:
  - Image Retrieval has provided a signed letter from the manufacturer (i2s) stating that Image Retrieval is the exclusive reseller and service provider of their equipment in the United States.

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.