

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

256-092

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):

The commodity we wish to purchase are TBRI® Pocket Guides. The Pocket Guide provides a reference for professionals and caregivers who are using Trust Based Relational Intervention® to meet the needs of children who have experienced trauma.

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 Pocket Guides will be utilized as a resource for caregivers and professionals following TBRI® caregiver trainings that the TIPPS team facilitates as TBRI® Practitioners. This is copyrighted material that accompanies the trainings, and further strengthens the outcomes of the 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):

The Karyn Purvis Institute of Child Development at Texas Christian University produces all TBRI® materials and is copyrighted and trademarked. They are the only vendor of the TBRI® Pocket Guides and all licensed TBRI® materials.

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

We wish to purchase 1,000 Pocket Guides at \$10 apiece (1,000 x \$10 = \$10,000) plus shipping costs.

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:

As stated previously, purchasing official TBRI® materials from the Karyn Purvis Institute of Child Development at Texas Christian University is the only option. The materials are copyrighted and trademarked.

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 & 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.