

Mississippi State University

Notice of Proposed Sole Source Purchase

267-031

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):

Parchment Receive Premium- Web-based platform to automate and integrate MSU's high volume of documents directly into Technolution's Slate and automatically match credential to the student record

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 by which an institution can request, receive, and analyze electronic transcripts. Functionality only available within Parchment includes:

- The 25,000 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 by Instructure – Parchment represents areas solely unique to Parchment which cannot be created or offered by another vendor as it relates 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:

Year 1 annual subscription=\$20,664; Year 2 annual subscription=\$21,697; Year 3 annual subscription=\$22,762. Total 3-year commitment=\$65,143. Parchment Receive Premium automates the incoming transcript process and integrates seamlessly into Technolution's CRM Slate saving approximately 3,600 hours for 3 years in processing time or approximately \$67,500.

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:

MSU utilizes other transcript submission products that offer neither seamless integration nor automatic credential matching. Web research as well as word of mouth from representatives of several other educational institutions verifies that the Parchment product is the only one of its kind and that the product's seamless integration is true to advertisement. Parchment offers a platform pricing bundle option but since the bundle would involve a separate MSU unit, the complication of billing would be greatly compounded. Therefore, we feel paying the annual subscription rate as a whole is the best and most economical option for the university.

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 Services, Chief Procurement Officer

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.

