Mississippi State University  
Notice of Proposed Sole Source Purchase

178-36

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 600 - Principles and Techniques of Cadastral Mapping

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 402 — Tax Policy

International Association of Assessing Officers (IAAO) Course 400 — Assessment Administration

Workshop 181 – 7-Hour National USPAP Update for Mass Appraisal

Workshop 850 – CAE Case Study Review Workshop

1. Explanation of the need to be fulfilled by this item(s) and why it is the only one that can meet the specific needs of the department:

This course is a required educational course 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. This course is the only one that meets the requirements set forth in The Red Book, the manual of the MECP program.

1. 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.

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

The cost of the course is $285 per person enrolled.

1. 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:

Don Buffum, CPPO  
Director of Procurement & Contracts  
[dbuffum@procurement.msstate.edu](mailto:dbuffum@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.

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