**Alcorn State University**

**Notice of Proposed Sole Source Purchase**

**SSP# 2024-02**

**RFx 3150005481**

Alcorn State University anticipates purchasing the services/products 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):

Form Fusion – software for Ellucian Banner print optimization.

1. 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:

Form Fusion is the only software on the market that provides the Banner integration necessary to empower paperless workflows in the Purchasing and Student Records offices. Alcorn also currently has licensing for other Envisions software. Form Fusion provides integration with those other products other vendors cannot.

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

Evisions  
440 Exchange, Suite 200  
Irvine, CA 92602

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

$14,000 annually

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:

We reviewed software by other vendors suggested by other Banner schools, done demos and checked pricing.

Any person or entity that objects and proposes that the services/products listed is not sole source and can be provided by another person or entity shall submit a written notice to:

Mertha George

Purchasing Agent

[mgeorge@alcorn.edu](mailto:mgeorge@alcorn.edu)

Subject Line must read “Sole Source Objection”

The notice shall contain a detailed explanation of why the services/products is not a sole source procurement. Appropriate documentation shall also be submitted if applicable.

If after a review of the submitted notice and documents, ASU determines that the services/products in the proposed sole source request can be provided by another person or entity, then ASU 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 ASU determines after review that there is only one (1) source for the required commodity, then ASU will appeal to the Public Procurement Review Board. ASU will have the burden of proving that the services/products are only provided by one (1) source.