OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
SOLE SOURCE DETERMINATION (SSD)

(TO BE SUBMITTED TO OPTFM UPON COMPLETION OF RFIN)

AGENCY CONTACT INFORMATION SUBMITTING SOLE SOURCE DETERMINATION

Agency Name: Mississippi Valley State University

Agency Contact: Carla Williams   Phone: 662-254-3320

Agency Contact Email Address: ctwilliams@mvsu.edu

RFIN #: _____

SOLE SOURCE INFORMATION (Part A)

Vendor: Campus Labs

Vendor Contact: Griffin Brock   Phone: 716-270-0000 ext. 7665

Vendor Contact Mailing Address: 210 Ellicott St., Suite 200 Buffalo, NY 14203

Vendor Contact Email Address: gbrock@campuslabs.com

Vendor Contact Fax Number: 716-652-2689

Date Form Submitted: March 4, 2019   Commodity: Software

Other Description/Information: Campus Labs Accreditation Module

Total Value $ 17,850

QUALIFYING INFORMATION (Part B)

Were any objections to the sole source determination regarding this commodity received by the Agency?

☐ YES   ☑ NO

If "yes", did the Agency appeal to PPRB?   ☐ YES   ☐ NO

What was the outcome of the appeal to PPRB? _____

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*If Agency received no objections to sole source determination, complete entire form and submit with P-1 Request. If PPRB approval received, please complete the remainder of this form and submit with P-1 Request. If PPRB did not approve, the Agency is required to submit the procurement of the commodity to an advertised competitive bid or selection process. Once competitive bid or selection process is complete, attach this form (SSD) as an internal attachment to P-1 request and do not complete (Part C).

PPRB APPROVAL RECEIVED (Part C)

What efforts were made by the Agency to determine that the proposed provider is the only entity that can provide the commodity needed?

The software is an existing product used by the university containing years of accreditation documents and data. Through internet searches we found there is no other vendor that provides the compatibility and integration necessary to work with our existing system.

What efforts were made to ensure the best possible price for the commodity was obtained?

When purchasing Campus Labs software, MVSU reviewed several vendors and found the Campus Labs platform to be the most appropriate for our needs, at the most reasonable cost. In reviewing additional add-on products for capability and cost, MVSU has identified Campus Labs because it is the most appropriate in terms of compatibility with existing data and systems. In addition, MVSU is able to get add-on products at a discounted price.

Why is the commodity the only one that can meet the needs to the Agency?

This product is the only one that can meet our needs because it is our existing product. It is the only system that exists that is compatible and would not require an extensive amount of costs related to re-programming, training, and trying to force it to meet our needs.

Why is the amount expended for the commodity reasonable?

The amount is reasonable because it offsets the cost of purchasing an entirely new software platform. Instead, we are able to add-on to our existing software and extend its capabilities for our needs. The cost of our existing product was already shown to be reasonable in that the original purchase was already approved.

We are simply extending the use of an effective, reasonably priced product.

The following items must be attached to your P-1:

1. Letter from Agency head, or designee, outlining the results of the procedures that have been detailed above.
2. Copy of SSD form and any accompanying documents.
3. Copy(s) of OSS, if applicable.
4. Original quote, signed by Vendor. Electronic quotes do not require the signature of the Vendor.
   See 31-7-13(b) or 3.108.03.1 of Procurement Manual.