



# Request for Bids

## Mississippi Valley State University

**THIS IS NOT AN ORDER**

14000 Hwy 82-W #7244  
Itta Bena MS 38941-1400

Web Address: [www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/) Phone No: (662) 254-3319 Fax (662) 254-3314

**Bid Title:**

Sole Source Student Success Management System

Requester and Requesting Department:

Dr. Abigail Newsome  
Academic Affairs

Term – End of Month

**Bids/Proposals** – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

- This bid/proposal will be awarded on a line by line basis
- This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

**Date:**

3/24/2022

**Bid No.**

VSSS      1001032

Number of Pages

11

**Change Order:**

Original

Mississippi Valley State University is considering the purchase of the following item (s). We ask that you submit your Bids/Proposals in three copies. Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

Bid/Proposal opening {Date and Time}

**April 14, 2022 @ 2:00 p.m.**

Mississippi Valley State University

*Carla Williams*

By: Carla T. Williams, Purchasing Director  
Email: [ctwilliams@mvsu.edu](mailto:ctwilliams@mvsu.edu)

**NOTE:** If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
		See Attachment for Sole Source Bid packet.		
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.

**We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within   days from receipt of the order.**

<p>Terms: <input style="width: 100%;" type="text"/></p> <p>Date: <input style="width: 100%;" type="text"/></p> <p>Phone/Fax: <input style="width: 100%;" type="text"/></p> <p style="text-align: center; margin-top: 10px;"><b>Official Signature:</b></p>	<p style="text-align: center;"><b>Company Quoting</b></p> <p>Name: <input style="width: 100%;" type="text"/></p> <p>Address: <input style="width: 100%;" type="text"/></p> <p>City, State: <input style="width: 80%;" type="text"/> <input style="width: 15%;" type="text"/></p> <p>Zip Code: <input style="width: 60%;" type="text"/></p>	
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Mississippi Valley State University  
Notice of Proposed Sole Source Purchase

Mississippi Valley 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):**

Student Success Management System (SSMS), Navigate

**2. 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:**

Navigate is a comprehensive Student Success Management System used to increase student retention, engagement, and success. Examples of this include providing a complete set of capabilities for monitoring student performance, coordinating intervention and outreach, and automating common tasks and analytics and reporting capabilities to help with data-driven decisions. We currently partner with EAB through the GradesFirst advisor platform. Staff will already be familiar with the platform and functionality. Overall, this comprehensive solution will allow us to better engage our student population and monitor institutional progress.

Based on our needs, we believe that EAB's SSMS, Navigate, is the only tool that can meet the functional and operational requirements established by Mississippi Valley State University to assist with student success.

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

EAB

Navigate includes ongoing consulting and support. EAB's partnership encompasses a set of services and capabilities that are unavailable anywhere else, justifying a sole source procurement.

Navigate is a comprehensive, fully integrated single platform, with ongoing consulting and support with proprietary best practices. Its unique customization will provide seamless, campus-wide interconnectivity while providing unique functionality such as financial literacy support and a mobile-native, student-centered application. Navigate will have the ability to share critical data to assist with student success. We currently utilized EAB technology, extending the existing partnership.

Navigate will place us at the forefront of student engagement and success strategies and allow for early intervention.

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

	Year 1	Year 2	Year 3
Implementation (one-time)		n/a	n/a
Annual Fee			

The total cost of this partnership equals  over a period of three years, and will cover our 1,694 undergraduate students.

**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:**

Mississippi Valley State University has evaluated other sources in the market and concluded that none offers the complete set of functionality and services provided by EAB and Navigate. Through numerous discussions with the vendor about the technological capabilities of Navigate, we have specifically found that the mobile application is more customized, proactive and advanced, comprehensive and seamless as a single platform, capable of producing superior analytics, and finally, Navigate offers the best overall and ongoing support for our users.

As this document demonstrates, EAB's partnership encompasses a set of vital services and capabilities that are unavailable anywhere else. It is due to the uniqueness of the proposed offering that we believe a sole source procurement is justified.

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:

Mrs. Carla Williams  
Director of Purchasing  
ctwilliams@mvsu.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, Mississippi Valley State University determines that the commodity in the proposed sole source request can be provided by another person or entity, then Mississippi Valley State University 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 Mississippi Valley State University determines after review that there is only one (1) source for the required commodity, then MSU will appeal to the Public Procurement Review Board. Mississippi Valley State University will have the burden of proving that the commodity is only provided by one (1) source.



**STATE OF MISSISSIPPI  
MISSISSIPPI VALLEY STATE UNIVERSITY  
Invitation for Bid**

**RESPONSES REQUIRED BY:**

Submission Date : 04/14/2022  
Submission Time : 14:00:00 CST

**RESPONSES OPENED ON:**

Opening Date : 04/14/2022  
Opening Time : 14:00:00 CST

**VENDOR NO:**  
**VENDOR NAME & ADDRESS:**  
(To be completed by Vendor)

**SUBMIT NON-ELECTRONIC RESPONSE:**

TO :  
100 CAPITOL STREET  
JACKSON MS 39201  
US

**DELIVERY POINT**

RFx number : 3160005001  
Smart number : 9260-22-R-IFBD-00007  
Buyer : Carla Williams  
Buyer Phone :  
Email : CTWILLIAMS@MVSU.EDU

**NOTICE TO VENDOR:**

Sole Source Solicitation  
Seeking solicitation for a student success management system.

**ADDITIONAL CONTACT INFO:**

Dr. Abigail Newsome  
Mississippi Valley State University  
14000 Highway 82 West  
Box 7269  
Itta Bena, MS 38941-1400  
662 254-3144

Vendor Telephone Number	Title	Date
(Typed or printed) Name of Bidder	Signature of Authorized Bidder	

Rfx number : 3160005001 Submission Date : 04/14/2022 Time : 14:00:00 CST  
Smart number : 9260-22-R-IFBD-00007 Opening Date : 04/14/2022 Time : 14:00:00 CST

Item	Change Indicator	Product No. / Mfg. Part No.	Description	Delivery / Req.date	Qty	Unit
# 1			Product Category : 20944 Student Success Management System		1.000	EA





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: EAB Global, Inc  
Vendor Contact: Erik Candy Phone: 202-266-6376  
Vendor Contact Mailing Address: 2445 M Street NW; Washington, DC 20037  
Vendor Contact Email Address: ecandy@eab.com  
Vendor Contact Fax Number: 202-266-5700  
Date Form Submitted: 03/08/22 Commodity: Software  
Other Description/Information: Student Success Management System  
Total Value \$ \_\_\_\_\_

**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? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*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?

This is an upgrade to an existing software presently used. Nevertheless, internet searched and visited with vendors in this area of student success and retention has not resulted in a system that is as comprehensive as EAB's Navigate.

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

In reviewing this upgrade for capability and cost, MVSU again identified EAB Navigate as the most appropriate solution in terms of compatibility with our system. This add on is also at a reduced cost.

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

This product is only one that meets MVSU's needs due to it being a comprehensive, fully integrated single platform, with ongoing consulting and support with proprietary best practices. Its unique customization will provide seamless, campus-wide interconnectivity while providing unique functionality such as financial literacy support and a mobile-native, student-centered application. Navigate will have the ability to share critical data to assist with student success. We currently utilized EAB technology, extending the existing partnership.

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Why is the amount expended for the commodity reasonable?

The amount is reasonable because it offsets the cost of purchasing a new systems that would regard additional dollars for an integration platform that would make a comprehensive, integrated system.

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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.



**ADVERTISEMENT FOR SOLE SOURCE**

**Mississippi Valley State University  
Software Student Success Collaborative  
Itta Bena, Mississippi**

Sealed bids for the **Mississippi Valley State University Software Student Success Collaborative** will be received by Mississippi Valley State University Office of Purchasing, 14000 Highway 82 West, Itta Bena, Mississippi 38941, Telephone: 662.254.3320 until **2:00 p.m.**, local time on **April 14, 2022** and thereby publicly opened and read.

**RFx: 3160005001**

The Sole Source software is used to increase student retention, engagement, and success. Examples of this include providing a complete set of capabilities for monitoring student performance, coordinating intervention and outreach, and automating common tasks and analytics and reporting capabilities to help with data-driven decisions. For Bid packets containing complete information visit the webpage at: [www.mvsu.edu/purchasing](http://www.mvsu.edu/purchasing). Click on Current Bids and scroll down to the bottom of the page. Find VSSS-1001032 and click on it.

For information concerning the Student Success Management System contact Dr. Abigail Newsome at (662) 254-33144 or at [asnewsome@mvsu.edu](mailto:asnewsome@mvsu.edu).

PART 1 - If you are not a registered supplier and you wish to do business with the State of Mississippi, click here to register: [State of Mississippi Supplier Registration](#). If you attempt to complete the registration process and you are already a converted vendor in MAGIC, you will receive a duplicate error message. Please call the MMRS Call Center at 601-359-1343, Option 2 for assistance in locating your vendor information.

**Dates of Publication**

March 30, 2022

April 6, 2022