



Notice of Proposed Sole Source Purchase

RFx Number: 3150005951

To Provide: Mail Sorting Services for sorting and organizing mail by zip code, address, and other identifying information for our Clinton Office located at 500 Clinton Center Drive, Clinton, MS.

Issue Date: 10/25/2024

Closing Location

Mississippi Department of Revenue
500 Clinton Center Drive
Clinton, MS 39056

BID Coordinator

Nyla Kendrick, Procurement Officer
Telephone: (601)923-7680
Fax: (601)923-7658
E-Mail: nyla.kendrick@dor.ms.gov

Closing Date and Time:

Objections must be received by November 8, 2024, 2:00 p.m. (CST)

Mississippi Department of Revenue
Notice of Proposed Sole Source Purchase
Mail Sorting Services for sorting and organizing mail by zip code,
address, and other identifying information for our Clinton Office
located at 500 Clinton Center Drive, Clinton, MS.

1.0 Purpose:

Mississippi Department of Revenue anticipates obtaining the item(s) listed below as a sole source purchase. Anyone objecting to this purchase shall follow the procedure outlined below.

1. Service to be purchased:

Mail Sorting Services for sorting and organizing mail by zip code, address, and other identifying information for our Clinton Office located at 500 Clinton Center Drive, Clinton, MS.

2. What is the personal or professional service offered in the contract?

The Mail Sorting Services must provide qualified mail sorting staff to perform various duties, which include, but are not limited to using various filing systems to sort packages to avoid misdirecting them by using mail-sorting machines or letter indexing techniques and create batches of mail for delivery based on location and postage type.

3. An explanation of why the personal or professional service is the only one that can meet the needs of the agency.

In 1990, Postage Savers purchased a (MLOCR) Multi Line Optical Character Reader, which allows them to read letter size mail, barcode it, and sort it in accordance to the USPS regulations. Any vendor can do what they do, but you need volume to justify the cost of the MLOCR. Currently, Postage Savers process on average 7-10 million letters per year.

4. An explanation of why the source is the only person or entity that can provide the required personal or professional service.

There is one (1) other company that does mail sorting services, but if it's letter size mail, that provider then sends all their letters to Postage Savers for barcoding and mailing. Postage Saver only provides letter sized mail services for the MS Department of Revenue. Postage Savers is the only company that provides these services in the state of Mississippi.

5. The efforts the agency made to obtain the best possible price for the personal or professional service.

Quotes were issued to a total of three (3) different vendors that were likely able to provide the services. Postage Savers was the only vendor to respond to the Request for Quote.

2.0 Sole Source Timeline

A. Sole Source Notice Issue Date:	10-25-2024; 9:00 a.m. CST
B. First Publication:	10-25-2024
C. Second Publication:	11-01-2024
D. Sole Source Objection Submission Deadline: (Must submit within 7 days of the last publication)	11-08-2024; 2:00 p.m. CST
E. Opening Date:	11-08-2024; 5:00 p.m. CST
F. Surrogate Bid:	11-25-2024; 2:00 p.m. CST

3.0 Sole Source Objection Procedures

Comments/objections will be received until 2:00 p.m. (Central Time) on November 8, 2024.

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

Nyla Kendrick
Procurement Officer
nyla.kendrick@dor.ms.gov

Subject Line must read "Sole Source Objection"

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

If after a review of the submitted notice and documents, DOR determines the service can be provided by another person or entity, DOR will withdraw the sole source publication. The procurement will then be submitted to an advertised competitive bid or selection process.

If DOR determines after review that there is only one (1) source for the required service, DOR will appeal to the Public Procurement Review Board. DOR will have the burden of proving that the service is only provided by one (1) source.



Personal Service Contract Review Board
Form PSCRB-001
OBJECTION TO SOLE SOURCE DETERMINATION

Information about the company and/or individual submitting Form PSCRB-001

Company Name: [REDACTED]
Individual Contact Name: [REDACTED]
Mailing Address: [REDACTED]
City: [REDACTED] State: [REDACTED] Zip: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Fax Number: [REDACTED]
Date Form Submitted: [REDACTED]

Information about the purchasing agency

Agency: [REDACTED]
RFIN (Sole Source Notification) Number if known: [REDACTED]
RFIN (Sole Source Notification) Date if known: [REDACTED]
Proposed Service Provider Name: [REDACTED]
Type of Service: [REDACTED]

Provide a detailed explanation of why the proposed vendor is not the only provider of the service.

[REDACTED]

Explain why you believe that you, your company, or another entity can provide the service required by the agency.

[REDACTED]

The written objection must be submitted to the publishing agency and the Personal Service Contract Review Board within **five working days** of the last day the notice is posted on the portal. In addition to this form (Form PSCRB-001), please send any attachments supporting your objection and a list identifying the attachments to the Personal Service Contract Review Board by e-mail to pscrbmail@mspb.ms.gov.