Boswell Regional Center

Notice of Proposed Sole Source Purchase

Boswell Regional Center (BRC) anticipates purchasing the item(s) listed below as a sole source purchase. Anyone objecting to this purchase shall follow the procedures outlined below.

1. **Description of the Commodity**

The agency seeks to procure three types of official training workbooks produced by the Crisis Prevention Institute:

- Verbal Intervention Training workbooks
- Nonviolent Crisis Intervention (NCI) with Advanced Physical Skills and Trauma Training workbooks
- NCI with Advanced Physical Skills Workbook 3rd Edition

These materials are required for staff training and certification in crisis prevention, verbal de-escalation, and safe physical intervention techniques.

2. **Explanation of Why This Commodity Is the Only One That Can Meet the Agency's Needs**

Boswell Regional Center is a mental health facility operating under the Mississippi Department of Mental Health (DMH). In accordance with DMH Regulation 12.5B, all employees who have contact with individuals receiving services must be trained and certified in a nationally recognized and DMH-approved method for managing aggressive or self-harm behaviors, including verbal and physical de-escalation techniques (e.g., MANDT© or CPI).

The BRC Facility Director, in coordination with the DMH Clinical Services Director, has determined that Crisis Prevention Institute (CPI) will be the approved training program utilized by BRC. CPI requires the use of its original training materials for participants to receive official certification. Therefore, CPI training workbooks are the only materials that meet the agency's regulatory and operational requirements.

3. **Explanation of Why the Source Is the Only Person or Entity That Can Provide the Required Commodity**

Crisis Prevention Institute is the sole developer, publisher, and authorized distributor of CPI training materials. The CPI website is the official and exclusive source for purchasing CPI-approved training kits, workbooks, and instructional guides. These proprietary materials are not available through third-party vendors.

4. Explanation of Why the Amount to Be Expended Is Reasonable
Nonviolent Crisis Intervention workbook is priced at $32.99 each and the Verbal Intervention and NCI with Advance Physical Skills are $33.99 each, which is consistent with industry standards for specialized, professionally developed training materials. Given that these workbooks are required for certification, contain proprietary content, and support compliance with state regulations, the cost is considered reasonable and appropriate.

5. Efforts Made to Obtain the Best Possible Price
To maintain CPI certification standards, all required training materials must be purchased directly from Crisis Prevention Institute. As CPI is the sole authorized source for these materials, competitive pricing alternatives are not available.

Instructions to File an Objection to this Sole Source Determination:

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:

Boswell Regional Center
c/o Benjamin Purser, Procurement Agent II
1049 Simpson Highway 149/PO Box 128
Magee, MS 39111
bpurser@brc.ms.gov

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, BRC determines that the commodity in the proposed sole source request can be provided by another person or entity, then BRC will withdraw the procurement of the commodity to an advertised competitive bid or selection process.

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

Ricky Grimes
Director
Web: www.brc.ms.gov

BOSWELL
REGIONAL CENTER

Tel: 601.867.5000
Fax: 601.867.5280

Department of Finance and Administration
501 North West Street, Suite 701-A
Jackson, MS 39201

Dear Sir or Madam:

This letter serves as justification for a sole source procurement of Crisis Prevention Institute (CPI) training workbooks required for staff training and certification at Boswell Regional Center (BRC).

1. **Description of the Commodity**
   The Agency seeks to procure three types of official training workbooks produced by the Crisis Prevention Institute.

   - Verbal Intervention Training workbooks.
   - Nonviolent Crisis Intervention (NCI) with Advanced Physical Skills and Trauma Training workbooks.
   - NCI with Advanced Physical Skills Workbook 3rd Edition.

   These materials are required for staff training and certification in crisis prevention, Verbal de-escalation, and safe physical intervention techniques.
2. **Explanation of Why This Commodity Is the Only One That Can Meet the Agency's Needs**
   Boswell Regional Center is a mental health facility operating under the Mississippi Department of Mental Health (DMH). In According with DMH Regulation 12.5B, all employees who have contact with individuals receiving services must be trained and certified in a nationally recognized and DMH-approved method for managing aggressive or self-harm behaviors, including verbal and physical de-escalation techniques (e.g., MANDT© or CPI).

   The BRC Facility Director, in coordination with the DMH Clinical Services Director, has determined that Crisis Prevention Institute (CPI) will be the approved training program utilized by BRC. CPI requires the use of its original training materials for participants to receive official certification. Therefore, CPI training workbooks are the only materials that meet the agency's regulatory and operational requirements.

3. **Explanation of Why the Source Is the Only Person or Entity That Can Provide the Required Commodity**
   Crisis Prevention Institute is the sole developer, publisher, and authorized distributor of CPI training Materials. The CPI website is the official and exclusive source for purchasing CPI-approved training kits, workbooks, and instructional guides. These proprietary materials are not available through third-party vendors.

4. **Explanation of Why the Amount to Be Expended Is Reasonable**
Nonviolent Crisis Intervention workbook is priced at $32.99 each and the Verbal Intervention and NCI with Advance Physical Skills are $33.99 each, which is consistent with industry standards for specialized, professionally developed training materials. Given that these workbooks are required for certification, contain proprietary content, and support compliance with state regulations, the cost is considered reasonable and appropriate.

5. **Efforts Made to Obtain the Best Possible Price**
To maintain CPI certification Standards, all required training materials must be purchased directly from Crisis Prevention Institute. As CPI is the sole authorized source for these materials; Competitive pricing alternatives are not available.

Please let me know if additional information or documentation is required.

Sincerely,

Ricky Grimes
Director