

**Mississippi State Hospital**  
**Notice of Proposed Sole Source Purchase**  
**326-493**

Mississippi State Hospital (MSH) 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 to be procured**

The agency seeks to procure two types of official training workbooks produced by the Crisis Prevention Institute (CPI):

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

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

**2. Explanation of why this commodity is the only one that can meet the agency's needs**

Mississippi State Hospital (MSH) 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 MSH 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 MSH. CPI requires the use of its original training materials in order 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 primary and official source for purchasing CPI-approved training kits, workbooks, and instructional guides. These materials are proprietary and are not available through third-party vendors.

#### **4. Explanation of why the amount to be expended is reasonable**

Each workbook is priced at \$32.99, 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:

Mississippi State Hospital  
c/o Sandy Jordan, Procurement Director  
3550 Highway 468 West  
Whitfield, MS 39193  
[Sandy.Jordan@msh.ms.gov](mailto:Sandy.Jordan@msh.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, MSH determines that the commodity in the proposed sole source request can be provided by another person or entity, then MSH 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 MSH determines after review that there is only one (1) source for the required commodity, then MSH will appeal to the Public Procurement Review Board. MSH will have the burden of proving that the commodity is only provided by one (1) source.**