
Notice of Intent to Certify Sole Source

To: Interested Parties
From: Craig P. Orgeron, Ph.D.
CC: ITS Project Number 44284
Date: June 5, 2018
Re: Sole Source Certification Number 4099 for maintenance and modifications to the Methamphetamine Intelligence Narcotics Investigation (MINI) Case Management System for the Mississippi Bureau of Narcotics (MBN)
Contact Name: Michelle Smith
Contact Phone Number: 601-432-8057
Contact E-mail Address: Michelle.Smith@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4099 for maintenance and modifications to the Methamphetamine Intelligence Narcotics Investigation (MINI) Case Management System for the Mississippi Bureau of Narcotics (MBN), please be advised that ITS intends to award to Courage Technologies, Inc., as the sole source provider of maintenance and modifications to the MINI Case Management System through June 30, 2021, in an amount not to exceed \$38,775.00. For an explanation regarding Mississippi state law, policy and procedures for sole source procurements, refer to Attachment C: Sole Source Procurement Overview.

Sole Source Criteria

1. The product or services being purchased must perform a function for which no other product or source of services exist:

The Methamphetamine Intelligence Narcotics Investigation (MINI) Case Management System is used by MBN to manage documentation required for drug cases. The system also provides mandated state and federal reporting of drug and enforcement activity statistical information. Ongoing modifications are needed for improvement to the system and for changes for state and federal compliance. The system will also require ongoing maintenance. The system was purchased from Courage Technologies, Inc. in 2003 as a sole source. Courage Technologies has certified that they are the only company that can modify the system's code or provide maintenance for the software. The customer's sole source certification request is included as Attachment A.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

Several modifications to the system are needed to continue to meet state and federal tracking and reporting requirements. No company other than Courage Technologies can modify the system. MBN is obligated to report quarterly to the Mississippi Legislature statistical information for numbers of arrests, prosecutions, and dismantled and disrupted drug trafficking organizations. MBN also reports pursuant to 28 CFR Part 23 guidelines to El Paso Intelligence Center (EPIC) regarding methamphetamine clandestine laboratory seizures, including chemical, glassware, equipment and dumpsite seizure information, and endangered children. The Intelligence Division submits a monthly diversion survey with required information involving pharmaceutical case initiation. MBN generates a comprehensive State Threat Assessment encompassing wide-ranging statistical data yearly to the Office of the Governor. The customer's sole source certification request is included as Attachment A.

3. The product or services must be available only from the manufacturer and not through resellers who could submit competitive pricing for the product or services:

Courage Technologies is the developer and sole distributor of the software and sole owner of all modules. No company or person other than Courage Technologies and its owners can add, delete, or modify the code, or provide maintenance for the software. The vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	06/05/2018
Second Advertisement Date	06/12/2018
Response Deadline From Objectors	06/19/2018 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 06/20/2018

Project Details

In 2003, Courage Technologies developed a small methamphetamine database paid for with allocated Federal Methamphetamine Grant funds to accommodate reporting requirements for El Paso Intelligence Center (EPIC). The methamphetamine screens and data fields were later enhanced in 2005 by Courage Technologies when Gulf States Counterdrug Initiative, servicing several southern states (Mississippi, Alabama and Louisiana), withdrew funding of training, maintenance, and the actual case management program. As a result, MBN was left without a method to retrieve or enter any data records. MBN paid Courage Technologies with allocated Methamphetamine Grant Funds to transfer ongoing criminal cases, legacy data into the existing small methamphetamine database by adding necessary fields to hold the transfer of data. Courage Technologies has continued to enhance the MINI Case Management System over the past 15 years into a comprehensive case management product. MINI user roles consist of MBN Sworn and Contract Agents as well as civilian users whose modification and viewing rights are granted or restricted according to the security of their required duties performed in accordance to MBN's enforcement mission.

Courage Technologies has produced a suite of core narcotics functions that other vendors have submitted quotes for in excess of \$100,000.00 as an initial procurement cost. Representatives from MBN have travelled to intelligence units in Austin, Texas, Baton Rouge, Louisiana, and Birmingham, Alabama to research and view their case management systems. When compared and tested, none

surpassed MBN's capability with multiple facets and modules interworking to service MBN's demanding case management needs.

In July 2006, MBN submitted a sole source request to ITS to procure maintenance and modifications for MINI from Courage Technologies. ITS approved the procurement as a sole source, and continued to do so through June 30, 2015. MBN, by Legislative Statute, is the one State Law Enforcement Agency authorized to perform necessary and confidential investigations of suspected drug violators and violations of state regulations banning the use, manufacture, or distribution of such illegal substances. In order to perform this mission, extensive automated and paper files exist that track and monitor all known and suspected violators living in and around the geographic boundaries of the State. MINI complies with regulations, such as EPIC standards for monitoring methamphetamine cases through the Southern and Southwest regions. MINI also comprises modules for intelligence and case records, generating charts, graphs and statistical reports to MBN's administrative staff, field agents, field analysts, district attorneys, and Legislature for budget considerations and State threat assessment inquiries. MINI encompasses asset and forfeiture documentation, restitution, case dispositions, evidence management information, and departmental training obligations with career paths.

Beginning July 2006 and ending June 2018, MBN has expended a total of \$132,791.03 of which \$78,200.00 was used for maintenance cost and \$54,591.03 used for custom programming enhancements. The State has made a business decision to continue using the MINI Case Management System.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the maintenance and modifications to the MINI Case Management System should not be certified as a sole source should provide information in the following format for the state to use in determining whether or not to proceed with awarding the Sole Source contract to Courage Technologies, Inc.

- 1.1 Interested Party Information
 - 1.1.1 Contact Name, Phone Number and email address
 - 1.1.2 Company Website URL, if applicable
- 1.2 Objection to Sole Source Certification
 - 1.2.1 Interested parties must present specific objections to the Sole Source certification using the criteria listed above.
 - 1.2.2 A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.
- 1.3 Comments will be accepted at any time prior to Tuesday, June 19, 2018, at 3:00 p.m. (Central Time) to Michelle Smith at michelle.smith@its.ms.gov or at the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211. Responses may be delivered by hand, via regular mail, overnight delivery, e-mail or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach ITS on time. Interested Parties may contact Michelle Smith to verify the receipt of their Responses. Responses received after the deadline will be rejected.

1.4 Interested Party responses should include the following information:

SUBMITTED IN RESPONSE TO
Sole Source Certification No. 4099-44284
Accepted until June 19, 2018 @ 3:00 p.m.,
ATTENTION: Michelle Smith

If you have any questions concerning the information above or if we can be of further assistance, please contact Michelle Smith at 601-432-8057 or via email at michelle.smith@its.ms.gov.

Attachment A: Customer Sole Source Certification Request

Attachment B: Vendor Correspondence

Attachment C: Sole Source Procurement Overview



Sole Source Certification Request

Project Title: MINI Maintenance and Modifications		Stimulus (ARRA) Funds? Yes__ No <input checked="" type="checkbox"/>	
Customer Contact Information			
Agency/Public University: Public Safety, Department of Address: 1900 East Woodrow Wilson Jackson, MS 39216		Contact Person: Johnston, Clay Phone: 601-933-2606 Email Address: cjohnston@dps.ms.gov	
MAGIC Customer Number (only required from state agencies): 7000001711		Division/Dept: Handmail: X Yes <input type="checkbox"/> No	
Project Summary Narrative Description of Project (include details of original acquisition if applicable): Extension of maintenance for existing licensing system. Ongoing modifications for improvements to the MBN MINI case management system and changes for state and federal compliance.			
ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid):			
Cost Estimates	Initial Costs	Ongoing Costs	Time Constraints
<i>Fiscal Year</i>			<i>Item Needed by: 6/30/18</i> <i>Funds Expire:</i>
FY19	\$19,275.00	\$6,500.00	Anticipated Lifecycle of Products/System (i.e. estimated years of effective use): 3 years Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non-state funds) MBN Special Revenue Funds
FY20		\$6,500.00	
FY21		\$6,500.00	
Total	\$19,275.00	\$19,500.00	
Acquisition Details			
Items Requested	Qty	Description	Location(s)
Enhancements	1	MINI Case Management Enhancements	
Maintenance	1	System Maintenance	
Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). System will continue to utilize server infrastructure located at MBN-HQ.			
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? Worked with Vendor to define needed changes and upgrades.			
Sole Source Certification Note: Certification must be renewed for each revision or continuation of previous Sole Source Approvals.			
Specific business requirements to be met by the requested products or services: The Methamphetamine Intelligence Narcotics Investigation (MINI) Case Management System is used by MBN to manage documentation required for drug cases. The system also provides mandated state and federal reporting of drug and enforcement activity statistical information. Ongoing modifications are needed for improvement to the system and for changes for state and federal compliance. The system will also require ongoing maintenance. The system was purchased from Courage Technologies, Inc. in 2003 as a sole source. Courage Technologies has certified that they are the only company that can modify the system's code or provide maintenance for the software.			
Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): Several modifications to the system are needed to continue to meet state and federal tracking and reporting requirements. No company other than Courage Technologies can modify the system. MBN is obligated to report quarterly to the Mississippi Legislature statistical information for numbers of arrests, prosecutions, and dismantled and disrupted drug trafficking organizations. MBN also reports pursuant to 28 CFR Part 23 guidelines to El Paso Intelligence Center (EPIC) regarding methamphetamine clandestine laboratory seizures, including chemical, glassware, equipment and dumpsite seizure information, and endangered children. The Intelligence Division submits a monthly diversion survey with required information involving pharmaceutical case initiation. MBN generates a comprehensive State Threat Assessment encompassing wide-ranging statistical data yearly to the Office of the Governor.			
Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): Courage Technologies is the developer and sole distributor of the software and sole owner of all modules. No company or person other than Courage Technologies and its owners can add, delete, or modify the code, or provide maintenance for the software.			
Vendor's Certification of Sole Source attached: X Yes <input type="checkbox"/> No		Vendor's proposal submitted: X Yes <input type="checkbox"/> No	

MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued.

Place Order To

Vendor Name: Courage Technologies, Inc.
Vendor Address: P.O. Box 5948
Brandon, MS 39047

Remit To

Vendor Name: Courage Technologies, Inc.
Vendor Address: P. O Box 5948
Brandon, MS 39047

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/public university is responsible for these charges/costs.

Clay Johnston, IT Director
Name (Agency Head or Public University CIO)/Title

Clay Johnston 6.4.18
Signature Date

Courage Technologies Inc.

P. O. Box 5948

Brandon, MS 39047

March 14, 2018

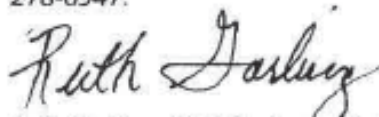
Mr. Clay Johnston., ITS Director Department of Public Safety
1900 East Woodrow Wilson
Jackson, MS 39216

Sole-Source Verification MINI

Dear Mr. Clay:

This letter is to verify that Courage Technologies, Inc. is the developer and sole distributor of Integrity Software. Courage Technologies, Inc. is sole owner of all modules. No part or module is available from any other source.

Thank you for allowing us to provide the MINI Program. If you need more information, Please call (601) 278-6947.



Ruth Garling, CEO Customer Satisfaction
Quality Assurance Courage Technologies, Inc.

Attachment C

The acquisition of information technology for all state agencies and institutions of higher learning (IHLs) is within the scope of the ITS law, found in Mississippi Code Section 25-53-1, et seq., and the policies and procedures established in accordance with this statute, found in the ITS Procurement Handbook posted on the ITS website (www.its.ms.gov).

ITS enabling legislation requires that information technology hardware, software and services be acquired in a manner that insures the maximum of competition among all manufacturers and suppliers of such equipment and services. Accordingly, ITS promotes full and open competition through the issuance of open specifications and the objective evaluation of Interested Party proposals to determine the lowest and best offering to meet an agency's or public university's business requirements. True competition protects the integrity and credibility of purchasing in the public sector and is essential in providing best value and adequate contractual protection for the purchasing entity. In certain limited situations, information technology acquisitions may be sole-sourced.

ITS utilizes the provisions of Public Purchasing Law for Sole Source and Emergency procurements of information technology. Mississippi Public Purchasing Law (Mississippi Code Section 31-7-13) specifies that noncompetitive items available from one source only be exempted from bid requirements (sole-sourced). ITS statute, in Section 25-53-5 (p), permits ITS to utilize provisions in Public Purchasing Law or regulations, when applicable.

Per Public Purchasing law, acquisitions must meet the following criteria to be authorized as sole source:

1. The product or services being purchased must perform a function for which no other product or source of services exists,
2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services, AND
3. The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the product or services. The vendor's correspondence regarding this criterion for this project is included as Attachment B.

By policy as documented in the ITS Procurement Handbook, acquisitions of IT services must include the following information to be authorized as sole source:

1. An explanation about why the amount to be expended is reasonable, and
2. An explanation regarding the efforts by the purchaser to obtain the best possible price.

For state agencies, approval of all technology purchases with a lifecycle cost of \$5,000 or less, including sole source purchases, has been delegated to the agency. The ITS Procurement Limits Policies for Agencies (a section in the ITS Procurement Handbook) require a minimum of two competitive written bids or proposals for technology purchases with a lifecycle cost over \$5,000 but not over \$50,000 (not over \$25,000 for projects funded by the American Recovery and Reinvestment Act). Since, for single source items, the procuring agency will be unable to obtain two written bids, ITS must certify all sole source acquisitions of information technology with a lifecycle cost greater than \$5,000.

Institutions of Higher Learning (IHLs) or public universities have been delegated the authority to certify sole source procurements up to \$250,000 lifecycle cost under the ITS Procurement Limits Policies for IHLs (a section in the ITS Procurement Handbook). For the certification of sole source procurements delegated to the CIOs at public universities, the public university must follow ITS' Sole Source Procedure, including advertisement of the intent to award as sole source. Institutions certifying a sole source purchase must ensure the criteria listed above are met and documented in writing by the institution and the Interested Party prior to certifying a product or service as sole source. Sole source documentation must be reviewed and approved by the IHL's CIO for any sole-source certification

Attachment C

above \$5,000. All sole source documentation should be retained in the public university's procurement file. Sole source requests above \$250,000 lifecycle cost require ITS approval.

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS. The customer's Sole Source Certification Request for this project is included as Attachment A.

ITS thoroughly reviews Sole Source Certification Requests, determining if competing products and/or services exist. If so, ITS conducts a competitive procurement. If ITS' review confirms the sole source, then a Sole Source advertisement is issued, giving other Interested Parties an opportunity to identify competing products and/or services. Based upon the results of the Sole Source advertisement, ITS will either certify the request as a sole source or conduct a competitive procurement.