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## Notice of Intent to Certify Sole Source

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**To:** Interested Parties  
**From:** Craig P. Orgeron, Ph.D.  
**CC:** ITS Project Number 44436  
**Date:** April 25, 2019  
**Re:** Sole Source Certification Number 4127 for ReportBeam Records Professional Services for Mississippi Department of Public Safety (MDPS)  
**Contact Name:** Jordan Barber  
**Contact Phone Number:** 601-432-8005  
**Contact E-mail Address:** [Jordan.Barber@its.ms.gov](mailto:Jordan.Barber@its.ms.gov)

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### **Sole Source Certification Award Details**

Regarding Information Technology Services (ITS) Sole Source Certification Number 4127 for ReportBeam Records Professional Services for MDPS, please be advised that ITS intends to award to CentralSquare Technologies, LLC as the sole source provider of the services through September 30, 2019, in an amount not to exceed \$28,380.00. 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:

**Central Square's Advanced Public Safety (APS) provides the legacy ReportBeam application that allows law enforcement officers statewide to complete electronic crash reports and electronically submit approved crash reports to the MDPS statewide crash repository. ReportBeam allows MDPS to electronically transfer data from forms and documents. ReportBeam is used by all law enforcement (Sheriff, City Police Departments, Campus Police and Highway Patrol) around the State of Mississippi. 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:

**Advanced Public Safety will create a custom one-time process to generate approximately 4 million legacy crash reports in pdf format for a data export in support of MDPS' conversion from the legacy ReportBeam Crash Reporting System to the new eCrash application. The data being migrated is all of the files of past accident reports that must be stored for future insurance, legal, or court requests. MDPS has made a business decision to use the ReportBeam Professional Services to perform the legacy data export for conversion into the new crash reporting system. 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 products or services:

**Advanced Public Safety is the sole owner, provider, developer and supporter of the Virtual Partner application software products and has full power and authority to grant the rights to license it without the consent of any other person or entity. Advanced Public Safety, LLC is a subsidiary of CentralSquare Technologies, LLC. The vendor's sole source certification letters are included as Attachment B.**

4. Explain why the amount to be expended for the services is reasonable:

**An internet search of Senior IT Consultant, with specialization in this area indicated hourly rates between \$150.00 - \$180.00. The hourly rate quoted by APS is \$175.00**

5. Explain what your agency did to obtain the best possible price for the services:

**MDPS requested and negotiated the elements needed for this data export and believes that Advanced Public Safety is providing fair pricing for the services being provided.**

## Schedule

<b>Task</b>	<b>Date</b>
First Advertisement Date	04/16/19
Second Advertisement Date	04/23/19
Posting of Notice of Intent to Certify Sole Source Memorandum	04/25/19
Response Deadline From Objectors	05/10/19, at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 05/13/19

## Project Details

ITS issued RFP No. 3366 on behalf of the Mississippi Department of Transportation (MDOT) in March 2004, for the acquisition of a turnkey solution to automate the Mississippi Uniform Crash Report System. VS Visual Statement, Inc was the awarded vendor and a Software Turnkey Agreement was executed on June 23, 2004, for a total 5-year lifecycle cost of \$1,030,000.00. MDOT was the software purchaser and MDPS was the licensee. Since that time, maintenance has been paid annually by MDPS. The total spent to date beyond the initial purchase is \$900,000.00.

VS Visual Statement was acquired by Trimble, and APS and VS Visual Statement are were Trimble companies. APS became a subsidiary of CentralSquare Technologies, LLC in September 2018; therefore APS will be providing the ReportBeam professional services as a one-time process. In September 2019, MDPS will migrate to a new system.

**Submission Instruction and Format of Response from Objecting Parties**

Interested parties who have reason to believe that the ReportBeam Records professional services 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 CentralSquare Technologies, LLC.

- 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 Friday, May 10, 2019, at 3:00 p.m. (Central Time) to Jordan Barber at 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 Jordan Barber 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. 4127-44436  
Accepted until May 10, 2019 @ 3:00 p.m.,  
ATTENTION: Jordan Barber**

If you have any questions concerning the information above or if we can be of further assistance, please contact Jordan Barber at 601-432-8005 or via email at [Jordan.Barber@its.ms.gov](mailto:Jordan.Barber@its.ms.gov).

- Attachment A: Customer Sole Source Certification Request
- Attachment B: Vendor Correspondence
- Attachment C: Sole Source Procurement Overview



3771 Eastwood Drive  
 Jackson, Mississippi 39211  
 Phone 601-432-8000 Fax 601-713-6380

## Sole Source Certification Request

<b>Project Title: MHP ReportBeam Data Export</b>			<b>Stimulus (ARRA) Funds? Yes No <u>X</u></b>	
<b>Customer Contact Information</b>				
Agency/Public University: MS Dept. of Public Safety Address: 1900 East Woodrow Wilson Jackson, MS 39216			Contact Person: Patricia Bryant Phone: (601) 933-2646 Fax: Email Address: pbryant@dps.ms.gov	
MAGIC Customer Number (only required from state agencies): 7000000197 (DPS-Division of Safety Patrol)			Division/Dept: Handmail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Project Summary Narrative Description of Project</b> (include details of original acquisition if applicable): This project is for the data transfer of every crash report in all versions of every report sent to Mississippi Highway Patrol (MHP) as a PDF file from the warehouse for all agencies. This project will also Renew the ReportBeam software maintenance for DPS.				
<b>ITS Acquisition Approval (CP-1) should be effective through this date</b> (Please allow time for all vendor invoices to be paid):				
<b>Cost Estimates</b> <i>Fiscal Year</i>	<i>Initial Costs</i>	<i>Ongoing Costs</i>	<b>Time Constraints</b> Item Needed by: ASAP Funds Expire: NA	<b>Anticipated Lifecycle of Products/System</b> (i.e. estimated years of effective use): 3 years
FY19	\$28,380.00		<b>Discuss Funding</b> (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds): <b>General Funds will be used.</b>	
<b>Total</b>	<b>\$28,380.00</b>			
<b>Acquisition Details</b>				
<b>Items Requested</b>	<b>Quantity</b>	<b>Description</b>	<b>Building Location(s)</b>	
Crash reports data export	1	Subscription		
<b>Describe platform &amp; infrastructure</b> (connectivity; subscription/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). The Aptean Company stores data records for MDPS.				
<b>Progress to Date:</b> What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? A quote and sole source letter has been received from the vendor. A procurement request has been submitted to ITS.				
<b>Sole Source Certification</b> Note: Certification must be renewed for each revision or continuation of previous Sole Source Approvals.				
<b>Specific business requirements to be met by the requested products or services:</b> Advanced Public Safety will create a custom program to generate approximately 4 million files for the Data Export. This will be a one-time run process to generate the files. Advanced Public Safety will create a PDF of crash reports for view on the server, create a redacted PDF of the crash report, XML files on the indexed data, and text file of the officer notes. MDPS is required to keep accident reports for legal and court requests. The data being migrated are all of the files of past accident reports that must be stored for life. The records can be requested by the individuals or by the courts for evidence at any time. MDPS has made a business decision to use the ReportBeam Professional Services to perform the data export.				
<b>Explain why these products or services are the only ones that can meet your needs</b> (include unique features/special functionality): Advanced Public Safety ReportBeam Software provides the functionalities offered with the Virtual Partner system that interfaces with MDPS mobile data needs. ReportBeam allows MDPS to electronically transfer data from forms and documents to any Records Management system or court system. ReportBeam is used by all law enforcement (Sheriff, City Police Departments, Campus Police and Highway Patrol) around the state of Mississippi.				
<b>Explain why the source is the only entity that can provide the products or services</b> (Include other products/vendors researched or evaluated): Advanced Public Safety is the sole owner, provider, developer and supporter of the Virtual Partner application software products and has full power and authority to grant the rights to license it without the consent of any other person or entity.				
<b>Explain why the amount to be expended for the services is reasonable:</b> No Other vendor can provide the data export because Aptean is the only vendor who can access the data.				
<b>Explain what your agency did to obtain the best possible price for the services:</b>				

**Attachment A**

MDPS requested and negotiated the elements needed for this data export and believes that Apetean is providing fair pricing for the services being provided.	
Vendor's Certification of Sole Source attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's proposal submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued.</b>	
<b>Place Order To</b>	<b>Remit To</b>
Vendor Name: Central Square Technologies, LLC	Vendor Name: CentralSquare Technologies, LLC
Vendor Address: PO BOX 744850	Vendor Address: PO BOX 744850
Atlanta, GA 30374-4850	Atlanta, GA 30374-4850

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, MIS Director*  
Name (Agency Head or Public University CIO)/Title

*Clay Johnston* 4-22-19  
Signature Date

**Attachment B**



March 25, 2019

Jordan Barber  
Mississippi Department of Public Safety  
Pearl, MS 39208

Dear Jordan Barber,

This letter is intended to reflect that Virtual Partner application software products is proprietary software developed and offered exclusively by Advanced Public Safety, LLC and is patented by the United States Patent & Trademark Office. The Virtual Partner family of products includes ReportBeam.

Advanced Public Safety, LLC is the sole owner, provider, developer and supporter of the Virtual Partner application software products and has full power and authority to grant the rights to license it without the consent of any other person or entity. Advanced Public Safety, LLC is a subsidiary of CentralSquare Technologies, LLC.

If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

Rebeca Malave  
Contracts Specialist

## **Attachment C: Sole Source Procurement Overview**

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](http://www.its.ms.gov)).

ITS enabling legislation requires that information technology hardware, subscription 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

## **Attachment C: Sole Source Procurement Overview**

certification 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.