



Notice of Intent to Certify Sole Source

To: Interested Parties

From: Craig P. Orgeron, Ph.D.

CC: ITS Project Number 44276

Date: March 26, 2019

Re: Sole Source Certification Number 4193 to provide upgrades, migration services, and subscription to iSynergy/DocuPhase System for the Mississippi Department of Finance and Administration (DFA)

Contact Name: Alec Shedd

Contact Phone Number: 601-432-8162

Contact E-mail Address: Alec.Shedd@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4193 for upgrades, migration services, and subscription to iSynergy/DocuPhase System for the Mississippi Department of Finance and Administration (DFA), please be advised that ITS intends to award iDatix Corporation d/b/a DocuPhase, as the sole source provider through March 31, 2022, in an amount not to exceed \$35,886.25. 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:

DocuPhase began as iSynergy, and as iSynergy different resellers were allowed to resell and provide support and maintenance for this product. DFA's initial purchase of iSynergy was bought out by DocuPhase, who has changed this model to only allow themselves to provide support and maintenance on this product. The purchasing model for support and maintenance is also changing. DocuPhase is moving to an all subscription-based model, and even though DFA's installation will stay on-premise, DFA will still need to purchase the subscription based support and maintenance. DocuPhase provides support, as well as configuration, design, and implementation services to help DFA staff maintain the integrity of the system. DocuPhase has offered to help DFA upgrade to the newest version of the software

with this renewal of services, which normally incurs a fee that DocuPhase has agreed to waive. DFA is making the business decision to continue using the iSynergy/DocuPhase system. 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:

DocuPhase allows DFA to separate its content management system into separate repositories. This ensures that no one unit is able to access any other unit's data, and so every interface setup has its own repository and does not have to worry about having to secure its data, even from within the agency.

DocuPhase has heavily integrated into the following departments within DFA with its technology products for content management and repository:

- **Tort Claims – Stores millions of records as all claims within the past 20 years are currently stored in this system,**
- **Capitol Police – Stores all records in this system for the past 5 years,**
- **Office of Fiscal Management – Stores the majority of digital records in the system over the past 5 years, and**
- **Office of Information Technology – Store all electronic records in this system.**

For 5 years, DocuPhase has worked closely with DFA to satisfy the business requirements related to DFA document/content management system. The following are some of the tools that DFA relies on heavily:

- **Web interface to be device agnostic,**
- **Tools that allow DFA to run and covert files in batches,**
- **Tools that allow DFA to redact, markup, and put notes on documents,**
- **Ability to drag and drop files into the system,**
- **Managed security through groups in Active Directory,**
- **Custom interfaces for each document management group,**
- **Optional customized indexes that can be used for each interface,**
- **Support many different document types (i.e. including email), and**
- **Versioning that can check files in and out and will keep each version.**

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:

No other companies are able to generate subscription based licensing for the DocuPhase solutions, convert and support an existing implementation of the perpetual iSynergy/DocuPhase system to a subscription model, and provide support of these products other than the manufacturer, DocuPhase. The Vendor's sole source certification letter is included as Attachment B.

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

DocuPhase is offering to upgrade the current system to a newer version free of charge. This type of upgrade would usually require an implementation fee.

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

DFA negotiated 3 years of service with a 2.5% discount and received the upgrade for free.

Schedule

Task	Date
First Advertisement Date	03/26/19
Second Advertisement Date	04/02/19
Response Deadline From Objectors	04/09/19 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 04/10/19

Project Details

In February 2011, ITS on behalf of Mississippi Department of Wildlife Fisheries and Parks issued RFP No. 3653 for the acquisition of a COTS Electronic Document Management System. The award was made to RJ Young Company, a DocuPhase reseller. In 2013, DFA requested to reuse the RJ Young Company award and entered into a Software Turnkey Agreement to acquire the iSynergy system. This contract has since expired and the current maintenance expires on March 31, 2019. DFA has made the business decision to continue using the system with DocuPhase to provide the upgrades, migration services, and subscription to the system as DFA transitions to an on premise software subscription-based model. Since 2013, DFA has spent approximately \$116,500.00.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the upgrades, migration services, and subscription to the iSynergy/DocuPhase 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 iDatix Coporation d/b/a DocuPhase.

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, April 9, 2019, at 3:00 p.m. (Central Time) to Alec Shedd at Alec.Shedd@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 Alec Shedd 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. 4193-44276
Accepted until April 9, 2019 @ 3:00 p.m.,
ATTENTION: Alec Shedd**

If you have any questions concerning the information above or if we can be of further assistance, please contact Alec Shedd at 601-432-8162 or via email at Alec.Shedd@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: Migrate to DocuPhase subscription maintenance Stimulus (ARRA) Funds? Yes__ No X				
Customer Contact Information				
Agency/Public University: MS Dept. of Finance & Admin. Address: 501 N. West St., Suite 1201B Jackson MS 39201			Contact Person: Becky Thompson Phone: 601-359-5136 Email Address: Becky.Thompson@dfa.ms.gov	
MAGIC Customer Number (only required from state agencies): 1130			Division/Dept: Handmail: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Summary Narrative Description of Project (include details of original acquisition if applicable): DocuPhase is moving to an on premise subscription based license for our maintenance of our document management solution, going forward.				
ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid):				
Cost Estimates <i>Fiscal Year</i>	<i>Initial Costs</i>	<i>Ongoing Costs</i>	Time Constraints Item Needed by: 4/1/2019 Funds Expire:	Anticipated Lifecycle of Products/System (i.e. estimated years of effective use): 3
FY19	\$11,821.39		Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds) General funds will be used for the funding of this project.	
FY20		\$12,032.43		
FY21		\$12,032.43		
Total		\$35,886.25		
Acquisition Details				
Items Requested	Quantity	Description		Building Location(s)
System Maintenance	3 years	System Maintenance with DocuPhase		Woolfolk
Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification: On premise within DFA datacenter.				
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? Discussed sole source with ITS procurement and requested quote from DocuPhase				
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: DocuPhase allows DFA to separate its content management system into separate repositories. This ensures that no one unit is able to access any other unit's data, and so every interface setup for these units has its own repository and does not have to worry about having to secure its data, even from within the agency. DocuPhase has heavily integrated the following departments within DFA with its technology products for content management and repository: <ul style="list-style-type: none"> Tort Claims - Store millions of record as all claims within the past 20 years are currently stored in this system; Capitol Police – Store all records in this system for the past 5 years; Office of Fiscal Mgt. – Store the majority of digital records in the system over the past 5 years; Office of Information Technology – Store all electronic records in this system; and DFA has other departments that are planned to be converted in the future. For 5 years, DocuPhase has worked closely with DFA to satisfy the business requirements related to DFA document/content management system. The following are some of the tools that DFA relies on heavily: <ul style="list-style-type: none"> Web interface to be device agnostic; Tools that allow DFA to run and covert files in batches; Tools that allow DFA to redact, markup, and put notes on documents; Ability to drag and drop files into the system; Managed security through groups in Active Directory; Custom interfaces for each document management group; Optional, customized indexes that can be used for each interface; Support of many different document type (i.e. including email); and 				

- Versioning that can check files in and out and it will keep each version.

Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): DocuPhase began as iSynergy, and as iSynergy different resellers were allowed to resell and provide support and maintenance for this product. DFA's initial purchase of iSynergy was bought out by DocuPhase, who has changed this model to only allow themselves to provide support and maintenance on this product. The purchasing model for support and maintenance is also changing. DocuPhase is moving to an all subscription based model, and even though DFA's installation will stay on-premise, DFA will still need to purchase the subscription based support and maintenance. DocuPhase provides support, as well as configuration, design, and implementation services to help DFA staff maintain the integrity of the system. DocuPhase has offered to help DFA upgrade to the newest version of the software with this renewal of services which normally incurs a fee that DocuPhase has agreed to waive. DFA is making the business decision to continue using the iSynergy/DocuPhase system.

Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): No other companies are able to generate subscription based licensing for the DocuPhase solutions, convert and support an existing implementation of the perpetual iSynergy/DocuPhase system to a subscription model, and provide support of these products other than the manufacturer, DocuPhase.

Explain why the amount to be expended for the services is reasonable: DocuPhase is offering to upgrade the current system to a newer version free of charge. This type of upgrade would usually require an implementation fee.

Explain what your agency did to obtain the best possible price for the services: DFA negotiated multiple years of service with a discount and received the upgrade for free.

Vendor's Certification of Sole Source attached: ☒ Yes ☐ No

Vendor's proposal submitted: ☒ Yes ☐ No

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

Place Order To

Vendor Name: iDatix Corporation dba DocuPhase

Vendor Address: 1499 Gulf to Bay Blvd,
Suite 300, Clearwater, FL 33755

Remit To

Vendor Name: iDatix Corporation dba DocuPhase

Vendor Address: 1499 Gulf to Bay Blvd,
Suite 300, Clearwater, FL 33755

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.

Laura Jackson, DFA Executive Director
Name (Agency Head or Public University CIO)/Title

Laura Jackson 3/22/19
Signature Date



March 4th, 2019

Preston Pierce,

This letter is written to confirm that iDatix d/b/a DocuPhase is the sole source provider capable of converting to subscription and supporting DocuPhase products in relation to Mississippi Department of Finance and Administration.

No other companies are able to generate subscription based licensing for the DocuPhase solutions, convert and support an existing implementation of the perpetual iSynergy/DocuPhase system to a subscription model, and provide support of these products other than the manufacturer DocuPhase.

For further information, please feel free to contact me at 727-683-1706 or at nsampson@docuphase.com

Best regards,

Nick Sampson
Sales Engineer
DOCUPHASE
727.683.1706

A handwritten signature in black ink, appearing to read 'Nick Sampson', written over a horizontal line.

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

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.

