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**Mississippi Department of
Information Technology Services**

Craig P. Orgeron, Ph.D., Executive Director

Notice of Intent to Certify Sole Source

To: Interested Parties

From: Craig P. Orgeron, Ph.D.

CC: ITS Project Number 45828

Date: May 19, 2020

Re: Sole Source Certification Number 4300 to provide MIS2000 Software Support and Maintenance for the Mississippi Department of Education (MDE)

Contact Name: Jill Chastant

Contact Phone Number: 601-432-8214

Contact E-mail Address: jill.chastant@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4300 for the Mississippi Department of Education (MDE), please be advised that ITS intends to award Management Services for Education Data (MS/EdD) as the sole source provider of MIS2000 software support and maintenance through June 30, 2023, in an amount not to exceed $86,274.00. Please be advised that ITS will determine if additional enhancements, upgrades, or support is within scope during the certification period, and may increase the spending authority accordingly. Should Management Services for Education Data change their name during this certification period, then ITS will determine if a recertification is necessary. For an explanation regarding Mississippi state law, policy and procedures for sole source procurements, refer to Attachment C: Sole Source Procurement Overview.

<u>Sole Source Criteria</u>

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

   Management Service for Education Data (MS/EdD) designed MIS2000 as a Microsoft Windows and web-based solution for the information needs of states serving migrant children. The system design focuses on a state database as opposed to a national database. This allows the system to be tailored to the unique information needs of a given state. The MIS2000 migrant data system offers desktop, web, and mobile solutions that can operate either online or offline and is completely customizable to the needs of the Mississippi migrant education program. No other system supports the fully offline recruiter functionality of MIS2000, and no other

known system offers a complete interface with the federal Migrant Student Information Exchange (MSIX) system.

The uniqueness of the MIS2000 information system consists mainly in the following three features:

- **MIS2000 is the only migrant data system customized to the needs of each state. State migrant reports are utilized on this system and include Migrant child counts, monthly service counts, and monthly new Certificate of Eligibility (COE) totals. MDE has the ability to request SNAP Reports from MIS2000. MDE also has the ability to create ad hoc reports through a report builder.**
- **MIS2000 is the only migrant data system that offers separate, integrated, and complete web and native/desktop applications. The entire MSIX MDE can be entered and maintained solely through either the desktop application or the web application. Any combination of the two is also an option.**
- **MIS2000 is the only migrant data system that combines a web-based system and a tablet system capable of full operation when disconnected from the internet. The MIS2000 tablet system is designed to function at remote field locations such as farms where no internet is available.**

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:

   The United States Department of Education (USDE) requires the State Educational Agencies to report migrant data. MIS2000 has been used by MDE for almost 20 years and serves exclusively as its migrant data system. It fulfills all of the federally mandated data element and reporting requirements. It is also a complete system for collecting, storing, and reporting all data required for management of the Mississippi migrant student program. This system includes a complete interface to the federal MSIX system to ensure federal compliance. MIS2000 is the only migrant data system that offers separate, integrated, and complete web and native desktop applications. 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:

   MS/EdD is the original developer of the MIS2000 software and continues to be the only provider of this software. MS/EdD is the only vendor that offers customization and ongoing unlimited modifications to the state system, as well as unlimited reporting at no additional cost. The Vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	05/19/20
Second Advertisement Date	05/26/20
Response Deadline From Objectors	06/03/20 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 06/04/20

Project Details

Since 2003, MS/EdD has provided technical assistance to the Mississippi Department of Education, as well as customized software (MIS2000) and maintenance for the collection and reporting of academic and health information on children of migrant workers. The vendor also provides maintenance and support to the state and site locations, software enhancements, report development assistance, and tablet system with electronic capabilities. This procurement will ensure compliance to federal data reporting requirements.

In 2003, ITS, on behalf of MDE, executed a Software License and Maintenance Agreement with MS/EdD as the sole source provider of the MIS2000 software system. In 2008, ITS executed another Software License and Maintenance Agreement to provide the MIS2000 software and support for five additional years. In December 2017, ITS issued Notice of Intent to Certify Sole Source Certification Number 4047 for two years of MIS2000 software and support and received no objections/responses. The total spend to date is $317,061.92.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the MIS2000 software support and maintenance 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 Management Services for Education Data.

    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 Wednesday, June 3, 2020, at 3:00 p.m. (Central Time) to Jill Chastant at jill.chastant@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 Jill Chastant 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:

<div style="border: 1px solid black;">

SUBMITTED IN RESPONSE TO
Sole Source Certification No. 4300-45828
Accepted until June 3, 2020 @ 3:00 p.m.,
ATTENTION: Jill Chastant

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If you have any questions concerning the information above or if we can be of further assistance, please contact Jill Chastant at 601-432-8214 or via email at jill.chastant@its.ms.gov.

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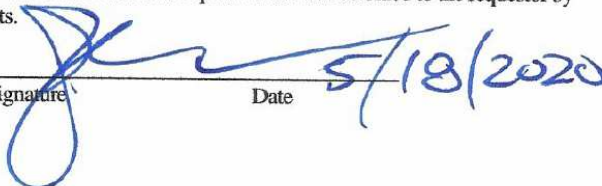Attachment C: Sole Source Procurement Overview

![ITS logo] **mississippi department of Information Technology Services**

Sole Source Certification Request

Project Title: MIS2000 Software Support and Maintenance	**Stimulus (ARRA) Funds? Yes_ No _X_**

Customer Contact Information

Agency/Public University: MS Dept of Education **Address**: Central High School Building, Jackson, MS 39205	**Contact:** Teresa Washington **Phone:** 601-359-2228 **Email Address:** twashington@mdek12.org
MAGIC Customer Number (only required from state agencies)**:** 7000000096 (ED-Office of Tech & Strategic Services)	**Division/Dept.:** **Handmail: X Yes** ☐ **No**

Project Summary *Narrative Description of Project* (include details of original acquisition if applicable): Since 2003, MS/EdD has provided technical assistance to the Mississippi Department of Education, as well as customized software (MIS2000) and maintenance for the collection and reporting of academic and health information on children of migrant workers. The vendor also provides maintenance and support to the state and site locations, software enhancements, report development assistance, and tablet system with electronic capabilities. This procurement will ensure compliance to federal data reporting requirements.

Management Service for Education Data (MS/EdD) designed MIS2000 as a Microsoft Windows and web-based solution to the information needs of states serving migrant children. The system design focuses on a state database as opposed to a national database. This allows the system to be tailored to the unique information needs of a given state.

ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid): 06/30/2023

Cost Estimates *Fiscal Year*	*Initial Costs*	*Ongoing Costs*	**Time Constraints** Item Needed by 06/06/20 Funds Expire:	**Anticipated Lifecycle of Products/System** (i.e. estimated years of effective use): 3 years
FY21		$28,758.00	**Discuss Funding** (e.g. how much of needed funding is definite; total project budget; any matching or other non-state funds).	
FY22		$28,758.00		
FY23		$28,758.00		
Total		$86,274.00		

Acquisition Details

Items Requested	Quantity	Description	Building Location(s)
Support and Maintenance		**MIS2000 system support and maintenance**	**MDE**

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:

Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? Requested sole source letter and entered procurement request with ITS.

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 United States Department of Education (USDE) requires the State Educational Agencies to report migrant data. MIS2000 has been used by MDE for almost 20 years and serves exclusively as its migrant data system. It fulfills all of the federally mandated data element and reporting requirements. It is also a complete system for collecting, storing, and reporting all data required for management of the Mississippi migrant student program. This system includes a complete interface to the federal MSIX system to ensure federal compliance. MIS2000 is the only migrant data system that offers separate, integrated, and complete web and native desktop applications.

Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality)**:**
Currently, there are no other known vendors that can offer a web-based service that can compete with MIS2000 in form, function, language, and content. The migrant data system offers desktop, web, and mobile solutions that can operate either online or offline and are completely customizable to the needs of the Mississippi migrant education program. No other system supports the fully offline recruiter functionality of MIS2000, and no other known system offers a complete interface with the federal Migrant Student Information Exchange (MSIX) system. The uniqueness of the MIS2000 information system consists mainly in the following three features:
• MIS2000 is the only migrant data system customized to the needs of each state. State migrant reports are utilized on this system by the State Data Coordinator. These reports include Migrant child counts, monthly service counts, and monthly new Certificate of Eligibility (COE) totals. MDE has the ability to request Snap Reports from MIS2000. MDE also has the ability to create reports as needed through a report builder.
• MIS2000 is the only migrant data system that offers separate, integrated, and complete web and native/desktop applications. The entire MSIX MDE can be entered and maintained solely through either the desktop application or the web application. Any combination of the two is also an option.
• MIS2000 is the only migrant data system that combines a web-based system and a tablet system capable of full operation when disconnected from the internet. The MIS2000 tablet system is designed to function at remote field locations such as farms where no internet is available.

Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated)**:**

MS/EdD is the original developer of the MIS2000 software and continues to be the only provider of this software. MS/EdD is the only vendor that offers customization and ongoing unlimited modifications to the state system, as well as unlimited reporting at no additional cost.

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	Remit To
Vendor Name: Management Services for Education Data	**Vendor Name: Management Services for Education Data**
Vendor Address: 7540 Highway 107, Sherwood, AR 72120	**Vendor Address: 7540 Highway 107, Sherwood, AR 72120**

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.

John Kraman
Name (Agency Head or Public University CIO)/Title   Signature Date 5/18/2020

MS/EdD | Management Services for Education Data

March 3, 2020

Quentin Ransburg Executive Director
Mississippi Department of Education
Office of Federal Programs
B.O. Box 771, Suite 111
Jackson, MS   39205

Re: Sole Source Justification for the MIS2000 system
**   Management Services for Education Data (MS/EdD)**

Dear Quentin:

Management Service for Education Data (MS/EdD), an Arkansas based company, designed **MIS2000** as a Microsoft Windows- and web-based solution to the information needs of states serving migrant children. The system design focuses on a state database as opposed to a national database. This allows the system to be tailored to the unique information needs of a given state.

Uniqueness of Goods and Services offered

The uniqueness of the MIS2000 information system consists mainly in the following three features:

1. MIS2000 is the only migrant data system customized to the needs of each state.
2. MIS2000 is the only migrant data system that offers separate, integrated, and complete web and native/desktop applications. The entire MSIX MDE can be entered and maintained solely through either the desktop application or the web application. Any combination of the two is also an option.
3. MIS2000 is the only migrant data system that combines a web-based system and a tablet system capable of full operation when disconnected from the internet. Our tablet system is designed to function at remote field locations such as farms where no internet is available.

MIS2000 is tailored to the exact needs of each state. Currently, the MIS2000 system is used by twenty-three states and no two states maintain exactly the same data. Each state can define information relative to their program without regard to whether other states maintain this information. The alternative is to utilize the "one size fits all" approach where information is the same for all states irrespective of their unique needs. Tailoring of the system is a unique feature not offered by competing software vendors.

Provision of Technical Assistance and Customer Service

MS/EdD provides toll free technical support from 8:00 a.m. until 5:00 p.m. Monday through Friday. In addition, as state needs change, the technical support staff will modify the installed system

to accommodate the addition, deletion, or modification of any information requested by the state and there is no additional charge for these services. There is no limit to the number of change requests.

In addition to standard technical assistance, MS/EdD offers unlimited assistance in the development of reports. Although the MIS2000 system includes a reporting feature that enables users to develop their own reports, at the users' request, MS/EdD will develop reports and install them on the system. Once installed, the user can specify any selection criteria (date range, selected schools, etc.) relative to the particular report and produce it as often as necessary. There is no additional charge for this service and users can request an unlimited number of reports.

Must be substantially related to the intended use, purpose, and performance of the service being sought.

MIS2000 has been in service for almost twenty years and serves exclusively as a migrant data system. It meets the needs of over twenty states. It fulfills all of the federally mandated data element and reporting requirements.

Other vendors do not offer services as outlined below.

* A system that is designed exclusively to accommodate the collection and processing of academic and health information on migrant children as defined by the individual state and to continue to provide customization services resulting in changes to the system on an ongoing basis at no additional cost to the state.
* Unlimited development of requested reports also at no additional charge to the state.
* A reporting environment to monitor the accurate, complete, and timely reporting of information on the migrant student

Sole Source for COE Software for Tablets/Laptops
Tablet PC Software:

MS/EdD was the original developer of the MIS2000 software and continues to be the only provider of this software. Therefore, our company (Management Services for Education Data) is the sole source for both the server, PC, and Tablet versions

Currently, we are the only vendor that offers customization as outlined above and ongoing unlimited modifications to the state system as well as unlimited reporting at no additional cost. If other information is required to process the contract, please contact me at (501) 801-2500. We sincerely appreciate your assistance with the contract renewal and look forward to working with you and others in the education department in providing services to migrant children

Sincerely,

Kevin Donn, President
Management Services for Education Data

7540 Hwy 107 | Sherwood, AR 72120 | (501) 801-2500 | www.msedd.com

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.