
Notice of Intent to Certify Sole Source

To: Interested Parties
From: Craig P. Orgeron, Ph.D.
CC: ITS Project Number 45455
Date: June 9, 2020
Re: Sole Source Certification Number 4303 for Zeuschel Scanner Maintenance for the Office of the Mississippi Secretary of State (SOS)
Contact Name: Robert Martinez
Contact Phone Number: 601-432-8002
Contact E-mail Address: Robert.Martinez@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4303 for the Office of the Mississippi Secretary of State (SOS), please be advised that ITS intends to award Crowley Micrographics d/b/a The Crowley Company as the sole source provider of Zeuschel Scanner Maintenance through June 30, 2023, in an amount not to exceed \$19,260.00. Please be advised that ITS will determine if additional support or maintenance is within scope during the certification period and may increase the spending authority accordingly. Should Crowley Micrographics d/b/a The Crowley Company 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.

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 Zeuschel Scanner is a book scanner designed specifically to scan large and unusual sized books, many of which are bolt-bound. While there are other book scanners available, they are not the same quality and do not offer the specific specialized abilities of the Zeuschel Scanner. If SOS were to rebid the scanner, it would require retraining staff on a different scanner and scanning software. Therefore, SOS has made the business decision to continue utilizing the scanner to maintain electronic records and ultimately save taxpayer money. 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 scanner allows the Business Services and Lands Divisions of SOS to layout documents and books to be scanned. Many of the documents and books would not fit in a normal flatbed or feeder-type scanner. In addition, this particular scanner allows for the scanning of books without destroying the integrity of the book, as many other scanners require cutting the binding to separate the pages. This scanner provides the Business Services Division with the ability to maintain electronic records of Corporation and Uniform Commercial Code (UCC) documents on site rather than paying for storage of paper documents off-site. Additionally, SOS scans large, old books containing corporate registrations and amendments, and some of these books are in various stages of decay. Some are type-written while others are handwritten. These books cannot be taken apart and must be scanned in their bindings. Because of the various degrees of clarity in the print, the scanner must adjust and sharpen images while lightening the background so that the text can be read.

There are also thousands of corporate documents that were previously scanned as negative images with the print in white and the background in black. The scanner flips this back to standard formatting so that SOS can put these images into the corporate database. The Lands Division uses the scanner to make copies of large maps. Some maps are in color and some are in black and white, but they must be scanned with a significant amount of clarity to be useful. 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:

Zeutschel certifies that The Crowley Company is their exclusive and only authorized distributor in the USA and Canada that is able and willing to give professional advice in scanning applications, to provide Zeutschel equipment and spare parts, and to maintain good technical service support to their customers. The Vendor's Sole Source Certification is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	06/09/20
Second Advertisement Date	06/16/20
Response Deadline From Objectors	06/23/20 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 06/24/20

Project Details

In March 2015, SOS purchased a Zeutschel Omniscan Scanner with implementation and training, followed by one year of post-warranty maintenance in 2016 totaling \$33,600.00. ITS issued Sole Source No. 4012 on June 13, 2017 for a total 3-year lifecycle cost of \$18,510.00. SOS has spent to date \$52,110.00. SOS has made a business decision to renew the Zeutschel Scanner maintenance for another 3-year period.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that Zeuschel Scanner 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 Crowley Micrographics d/b/a The Crowley Company.

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 23, 2020, at 3:00 p.m. (Central Time) to Robert Martinez at Robert.Martinez@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 Robert Martinez 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. 4303-45455
Accepted until June 23, 2020 @ 3:00 p.m.,
ATTENTION: Robert Martinez

If you have any questions concerning the information above or if we can be of further assistance, please contact Robert Martinez at 601-432-8002 or via email at Robert.Martinez@its.ms.gov.

Attachment A: Customer Sole Source Certification Request

Attachment B: Vendor Correspondence

Attachment C: Sole Source Procurement Overview

Cc: ITS Project File Number 45455



Sole Source Certification Request

Project Title: Crowley Maintenance Service		Stimulus (ARRA) Funds? Yes No <u>X</u>	
Customer Contact Information			
Agency/Public University: MS Secretary of State Address: 125 S. Congress Street, Jackson, MS 39201		Contact Person: Michael Pantin Phone: 601-359-1357 Email Address: Michael.Pantin@sos.ms.gov	
MAGIC Customer Number (only required from state agencies): 700000050 (SOS – Secretary of State BS)		Division/Dept.: Handmail: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Summary Narrative Description of Project (include details of original acquisition if applicable): SOS Business Services Division uses a specialized scanner manufactured by Zeutschel (a German company) for documents that are large and, at times, very old. There is one vendor in the US (The Crowley Company) certified to support/maintain this scanner. SOS is seeking to renew a contract with Crowley for onsite and preventative maintenance for this scanner.			
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>	Initial Costs	Ongoing Costs	Time Constraints Item Needed by: 06/01/20 Funds Expire:
FY20		\$6,310.00	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). All of the funding is definite (SOS annual appropriation), the total project budget is \$19,260.00, and there are no non-state funds involved.
FY21		\$6,310.00	
FY22		\$6,310.00	
Total		\$19,260.00	
Acquisition Details			
Items Requested	Quantity	Description	Building Location(s)
CM-12002AC-PMC	3	ON-SITE FULL COVERAGE MAINTENANCE CONTRACT ON 12002 ADVANCED COLOR	SOS Offices at 125 Congress St, Jackson, MS 39201
CM-SOFTWARE	3	PREVENTATIVE MAINTENANCE FOR SOFTWARE	SOS Offices at 125 Congress St. Jackson, MS 39201
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: The secretary of State previously purchased a scanner that is housed in the Business Services Division of the Secretary of State's office located at 125 S. Congress Street, Jackson, MS 39201. We are requesting a three-year maintenance contract for this piece of equipment.			
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? A quote has been received from Crowley for 3 years of onsite maintenance and support.			
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: While there are other book scanners, they are not the same quality and do not offer the specific specialized abilities of the Zeutschel Scanner. In addition, since the Zeutschel book scanner comes with specialized software that requires training, the Secretary of State would prefer to keep the existing setup, rather than retrain staff on a different scanner and different scanning software.			
Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): The Zeutschel Scanner is a book scanner designed specifically to scan large and unusual sized books, many of which are bolt-bound. The scanner allows the Business Services and Lands divisions to layout the documents and books to be scanned. Many of the documents and books would not fit in a normal flatbed or feeder-type scanner. In addition, this particular scanner allows for the scanning of books without destroying the integrity of the book as many other scanners require cutting the binding to separate the pages. This scanner provides the Business Services Division of the Office of the Mississippi Secretary of State with the ability to maintain electronic records of Corporation and Uniform Commercial Code (UCC) documents on site rather than paying for storage of paper documents off-site. Additionally, SOS needs to scan large, old books containing corporate registrations and amendments. Some of these books are in various stages of decay. Some are type-written while others are handwritten. These books cannot be taken apart but must be scanned in their bindings. Because of the various degrees of clarity in the print, the scanner must adjust and sharpen images while lightening the background so that the text can be read. There are also thousands of corporate documents that were previously scanned as negative images with the print in white and the background in black. The scanner flips this back to standard formatting so that SOS can put these images into the corporate database. The Lands Division uses the scanner to make copies of large maps. Some of these are in color and some are in black and white, but they must be scanned with a significant amount of clarity to be useful.			
Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): Zeutschel certifies that The Crowley Company is their exclusive and only authorized distributor in USA and Canada that is able and willing to give professional advice in scanning applications, to provide Zeutschel equipment and spare parts and to maintain good technical service support to their customers			
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	

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

Place Order To

Vendor Name: Crowley Micrographics, Inc

Vendor Address: 5111 Pegasus Court, Frederick, MD 21704

Remit To

Vendor Name: Crowley Micrographics, Inc

Vendor Address: 5111 Pegasus Court, Frederick, MD 21704

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.

Michael Watson / Secretary of State
Name (Agency Head or Public University CIO)/Title

Michael Watson 6/4/20
Signature Date



Die Zukunft der Vergangenheit
The Future of the Past

to whom it may concern

CONFIRMATION OF DEALERSHIP

We hereby certify that

**The Crowley Company
5111 Pegasus Court, Suite M
Frederick, MD 21704
USA
Tel. 240-215-0224
Fax 240-215-0234 fax**

is our exclusive and only authorized distributor in

USA and Canada

and empowered to bid on all tenders in USA and Canada on Zeutschel products.

We found this company to be able and willing to give professional advice in scanning applications, to provide ZEUTSCHEL equipment and spare parts and to maintain good technical service support to customers of our products during the full life of our machinery.

Tübingen, January 07th, 2020

ZEUTSCHEL GMBH

A handwritten signature in blue ink, appearing to be 'J. Vogler', written over a faint circular stamp.

**Jörg Vogler
President**

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.