

Notice of Intent to Certify Sole Source

To: Interested Parties

From: Craig P. Orgeron, Ph.D.

CC: ITS Project Number 45920

Date: July 14, 2020

Re: Sole Source Certification Number 4323 to provide CSiBridge Advanced software maintenance for the Mississippi Department of Transportation (MDOT)

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 4323 for the Mississippi Department of Transportation (MDOT), please be advised that ITS intends to award Computers & Structures, Inc., as the sole source provider of CSiBridge Advanced software maintenance through September 5, 2021, in an amount not to exceed \$15,470.00. If no objections are received, then this sole source certification will be valid until September 5, 2023. Please be advised that ITS will determine if additional enhancements, upgrades, or support are within scope during the certification period and may increase the spending authority accordingly. Should Computers & Structures, Inc. change its 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:

CSiBridge combines complex geometries, boundary conditions, and load cases to design bridges in Load and Resistance Factor Design (LRFD), a federally mandated design procedure. It analyzes bridge geometry in seismic zones, load rates complex bridge structures, and has been the basis that MDOT's seismic design training manuals were written and derived from for several years. 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:

CSiBridge is currently used in the design and rating of bridges. MDOT uses this software to design bridges in LRFD. This software combines different load combinations in the design of bridges, along with superstructure and seismic design. It also analyzes creep and shrinkage, camber, bearings, and substructures. MDOT also uses the software to load rate complex bridge structures as mandated by the Federal Highway Administration (FHWA). MDOT has also based its seismic design training manuals on CSiBridge and would need to rewrite its training manuals if the software was replaced. 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:

Computers & Structures, Inc. (CSI) is the developer and sole source provider for the software program, CSiBridge. CSI is also the sole source provider for technical support and maintenance for the software program. The Vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	07/14/20
Second Advertisement Date	07/21/20
Response Deadline From Objectors	07/28/20 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 07/29/20

Project Details

MDOT first acquired CSiBridge software from SAP 2000v14 in May 2009, as a sole source, using then approved sole source methods. In 2011, MDOT upgrade to CSiBridge Plus Adv. v15 software. In 2016, ITS issued Notice of Intent to Certify Sole Source Number 3929 for MDOT to upgrade to CSiBridge Advanced v2016 software and renew their maintenance. In July 2019, ITS issued Notice of Intent to Certify Sole Source Number 4225 for one year of CSiBridge software maintenance. MDOT has spent \$133,194.11 to date.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the CSiBridge Advanced software 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 Computers & Structures, 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, July 28, 2020, 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. 4323-45920
Accepted until July 28, 2020 @ 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



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

Sole Source Certification Request

Project Title: CSiBridge Software Maintenance Renewal				Stimulus (ARRA) Funds? Yes No <u>X</u>	
Customer Contact Information					
Agency/Public University: MS Department of Transportation Address: 401 North West Street, Jackson, MS 39201			Contact Person: Bo Dickerson Phone: 601-359-7483 Email Address: bdickerson@mdot.ms.gov		
MAGIC Customer Number (only required from state agencies): 7000000251			Division/Dept.: Handmail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Project Summary <i>Narrative Description of Project</i> (include details of original acquisition if applicable): 1-year software maintenance renewal for CSiBridge software that is used to define complex bridge geometrics, boundary conditions, and load cases.					
ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid): 09/05/21					
Cost Estimates <i>Fiscal Year</i>		Initial Costs		Ongoing Costs	
				Time Constraints Item Needed by: 08/01/20 Funds Expire:	
				Anticipated Lifecycle of Products/System (i.e. estimated years of effective use): 1 year	
FY21			\$15,470.00	Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds). MDOT Special Funds	
Total			\$15,470.00		
Acquisition Details					
Items Requested		Quantity		Description	
		Building Location(s)			
CSiBridge Advanced Maintenance – Network License		3		Software maintenance renewal	
CSiBridge Advanced w/Rating Maintenance – Network License		1		Software maintenance renewal	
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)?					
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: CSiBridge is currently used in the design and rating of bridges. MDOT uses this software to design bridge in LRFD. This software combines different load combinations in the design of bridges, along with superstructure and seismic design. It also analyzes creep and shrinkage, camber, bearings, and substructures. MDOT also uses the software to load rate complex bridge structures as mandated by the Federal Highway Administration (FHWA). MDOT has also based its seismic design training manuals on CSiBridge and would need to rewrite its training manuals if the software was replaced.					
Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): CSiBridge combines complex geometries, boundary conditions, and load cases to design bridges in Load and Resistance Factor Design (LRFD), a federally mandated design procedure. It analyzes bridge geometry in seismic zones, load rates complex bridge structures, and has been the basis that MDOT's seismic design training manuals were written and derived from for several years.					
Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): Computers & Structures, Inc. (CSI) is the developer and sole source provider for the software program, CSiBridge. CSI is also the sole source provider for technical support and maintenance for the software program.					
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: Computers & Structures Inc Vendor Address: 1646 N California BLVD, Suite 600, Walnut Creek, CA 94596			Remit To Vendor Name: Computers & Structures Inc Vendor Address: 1646 N California BVL D, Suite 600, Walnut Creek, CA 94596		

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.

Melinda McGrath Executive Dir.
Name (Agency Head or Public University CIO)/Title


Signature

7/9/2020
Date



COMPUTERS AND STRUCTURES, INC.

1646 N. California Blvd., Suite 600, Walnut Creek, CA 94596 USA
tel: (510) 649-2200 • fax: (510) 649-2299 • info@csiamerica.com • www.csiamerica.com

May 12, 2020

To Whom It May Concern:

Computers & Structures, Inc. (CSI) is the developer and sole source provider for the software programs SAP2000, ETABS, SAFE, Perform-3D, CSiBridge, CSiPlant, CSiDetail and CSiCOL. CSI is also the sole source provider for technical support and maintenance for these software programs.

If you have any questions, please contact Computers & Structures Inc.

Sincerely,

Jenny Beltran
Sales Associate

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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.