

## Notice of Intent to Certify Sole Source

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**To:** Interested Parties  
**From:** David C. Johnson  
**CC:** ITS Project Number 46622  
**Date:** August 24, 2021  
**Re:** Sole Source Certification Number 4412 to provide ReportBeam Software Data Migration Services for the Mississippi Attorney General's Office (AGO)  
**Contact Name:** Kimberly Parker  
**Contact Phone Number:** 601-432-8049  
**Contact E-mail Address:** [kimberly.parker@its.ms.gov](mailto:kimberly.parker@its.ms.gov)

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### Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4412 for the Mississippi Attorney General's Office, please be advised that ITS intends to award TriTech Software Systems, a CentralSquare Technologies, LLC (CentralSquare) Company, as the sole source provider of ReportBeam Software Data Migration Services through November 4, 2023, in an amount not to exceed \$28,470.00.

Please be advised that ITS will determine if additional migration services are within scope during the certification period and may increase the spending authority accordingly. Should TriTech Software Systems 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 ReportBeam software supports the entry of Domestic Violence Uniform Reports by law enforcement and the entry of various Protection Orders by the Court clerks. These Uniform Reports and Protection Orders are searchable by the court clerks, law enforcement, Training, Advising, and Counseling (TAC) officers, and dispatchers. 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:

Report Beam software interfaces the Protection Orders with the National Crime Information Center (NCIC). The Attorney General's Office and law enforcement offices statewide use ReportBeam to issue and monitor protection orders. ReportBeam software also provides phone support, routine maintenance, and software upgrades to the Attorney General's Office Bureau of Victim Assistance.

TriTech Software Systems will create a custom one-time process to generate copies of the ReportBeam Domestic Abuse Protection Order (DAPO) reports and ReportBeam Domestic Violence (DV) reports from all state agencies using the state ReportBeam application. TriTech Software Systems will then migrate the legacy data to an external location for record keeping and for consumption by a new DAPO vendor and DV vendor. 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:

**APS data extraction service is a sole source product manufactured, sold, serviced, and distributed exclusively by TriTech Software Systems, a CentralSquare Technologies, LLC (CentralSquare) Company. These products must be purchased directly by institutions from CentralSquare. There are no agents or dealers authorized to resell this product. The APS data extraction service is only sold as a direct transaction between CentralSquare and end clients. The Vendor's sole source certification letter is included as Attachment B.**

4. Explanation of why the amount to be expended for the services is reasonable.

**The Statement of Work for the custom migration project is similar in price and scope to another project completed by CentralSquare for the Mississippi Department of Public Safety (MDPS) in 2019. The services do not reflect a price increase from the job approved for MDPS in 2019.**

5. Explanation of what the agency did to obtain the best possible price for these services.

**The Mississippi Attorney General's Office discussed with the vendor the similarities of the MDPS project and their project request and negotiated a price nearly the same as the cost of the MDPS project. The cost of the project is a flat fee.**

## Schedule

Task	Date
First Advertisement Date	08/24/21
Second Advertisement Date	08/31/21
Response Deadline From Objectors	09/08/21 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 09/09/21

## Project Details

On behalf of the Mississippi Department of Public Safety (MDPS) and Mississippi Department of Transportation in March 2004, ITS issued Request for Proposals (RFP) No. 3366 for the acquisition of a turnkey solution to automate the Mississippi Uniform Crash Report System (MUCR). VS Visual Statement, Inc. was the awarded vendor, and ReportBeam was the awarded software. VS Visual Statement was acquired by Trimble, Inc. in 2006. In 2007, the Mississippi Legislature gave the AGO approval to expand the ReportBeam software to include the Protective

Order Registry System. AGO certified the maintenance as a sole source using the then procurement methods for certifying as sole source and went live in February 2011. In April 2011, the AGO added a Supplemental form to the ReportBeam software. Trimble, Inc. was acquired by Aptean in 2016. Advanced Public Safety, Inc. and Trimble, Inc. were known as Aptean companies.

In February 2018, ITS issued Notice of Intent to Certify Sole Source No. 4073 for ReportBeam Software Maintenance. No objections were received, and ITS certified the request as a sole source through November 4, 2020. In 2018, the Aptean Public Sector, Superion, and TriTech Software Systems were combined to form Central Square Technologies, LLC (CentralSquare). The ReportBeam maintenance provided by TriTech Software Systems expired November 4, 2020.

In February 2021, ITS issued Notice of Intent to Certify Sole Source No. 4369 for ReportBeam Software Maintenance. No objections were received, and ITS certified the request as a sole source through November 4, 2023. The AGO is currently seeking a replacement system and must secure data migration services while procuring a new system. The total spent-to-date for the project is \$141,964.15.

### **Submission Instructions and Format of Response from Objecting Parties**

Interested parties who have reason to believe that the ReportBeam Software Data Migration 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 TriTech Software Systems, a CentralSquare Technologies, LLC (CentralSquare) 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 Wednesday, September 8, 2021, at 3:00 p.m. (Central Time) to Kimberly Parker at [kimberly.parker@its.ms.gov](mailto:kimberly.parker@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 Kimberly Parker 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. 4412-46622  
Accepted until September 8, 2021 @ 3:00 p.m.,  
ATTENTION: Kimberly Parker**

If you have any questions concerning the information above or if we can be of further assistance, please contact Kimberly Parker at 601-432-8049 or via email at [kimberly.parker@its.ms.gov](mailto:kimberly.parker@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  
www.its.ms.gov

## Sole Source Certification Request

<b>Project Title:</b>		Domestic Violence (DV) and Domestic Abuse Protection Order (DAPO) Data Extraction			
<b>Contact Information</b>					
<b>Agency/Institution:</b>		Office of the Attorney General		<b>Contact Person:</b>	Rick Moore
<b>Mailing Address:</b>		550 High Street, Suite 1200 Jackson, MS 39201		<b>Phone Number:</b>	601-359-3517
				<b>Email Address:</b>	Rick.Moore@ago.ms.gov
<b>MAGIC Customer #:</b> (Only required from state agencies.)				<b>Division/Dept:</b>	
<b>Project Summary</b>					
<b>Description of Project:</b> (Include details of original acquisition if applicable)		AGO has requested a proposal from TriTech Systems to export current data and original reports from the ReportBeam platform to a specified file and report format. AGO is replacing the ReportBeam platform with a different platform. The export services are required to migrate our data and report records to the new platform for the Domestic Violence Reporting System (DVR) and the Protection Order Reporting System (PORS).			
<b>ITS Acquisition Approval (CP-1) should be effective through this date:</b>					
<b>Cost Estimates (Maximum allowed duration is 3 years per request/project)</b>					
<b>Fiscal Year</b>	<b>Initial Costs</b>	<b>Ongoing Costs</b>	<b>Time Constraints</b>		<b>Estimate the Anticipated Lifecycle or Years of Product/System's Effective Use:</b>
FY 22		\$28,470.00	Item Needed by: 9/15		
FY			Funds Expire: 06/30/2022		
FY			<b>Other Important Deadline(s):</b> (e.g. current contract/CP-1 expiration dates)		
<b>Total Estimated Project Cost:</b>		\$28,470.00			
<b>Funding Source:</b>		100% State Funds			
<b>Discuss Funding:</b> (e.g. fund number; how much of needed funding is definite; total project budget; any matching or other non-state funds)		Fund number: 2207100000			
<b>Acquisition Details</b>					
<b>Item or Part Number</b>	<b>Quantity</b>	<b>Description</b>		<b>Building Location(s)</b>	
One-time data extraction/migration	1	Extraction of DV and DAPO reports and migration to an external location			
<b>Describe Platform and Infrastructure:</b> Where does your agency plan to house or host the requested equipment or service? What resources currently available through ITS are needed (network connectivity, cloud computing/storage, colocation, business resiliency, etc.)? <i>NOTE: For equipment or services outside of current ITS available contracts and resources, justification must be attached.</i>					
The migrated data will be housed with the DPS E-Crash data in the state data center.					
<b>Sole Source Certification - Certification must be renewed for each revision or continuation of previous Sole Source Approvals.</b>					
<b>Explain why these products or services are the only ones that can meet your needs:</b> (Include specific functionality or special features that make this product or service unique.)		The ReportBeam software supports the entry of Domestic Violence Uniform Reports by law enforcement and the entry of various Protection Orders by the Court clerks. These Uniform Reports and Protection Orders are searchable by the court clerks, law enforcement, Training, Advising, and Counseling (TAC) officers, and dispatchers.			
<b>Specific business requirements to be met by the products/services:</b> (e.g. intended use, how it helps accomplish a task, etc.)		Report Beam software interfaces the Protection Orders with the National Crime Information Center (NCIC). The Attorney General's Office and law enforcement offices statewide use ReportBeam to issue and monitor protection orders. ReportBeam software also provides phone support, routine maintenance, and software upgrades to the Attorney General's Office Bureau of Victim Assistance. TriTech Software Systems will create a custom one-time process to generate copies of the ReportBeam Domestic Abuse Protection Order (DAPO) reports and ReportBeam Domestic Violence (DV) reports from all state agencies using the state ReportBeam application. TriTech Software Systems will then migrate the legacy data to an external location for record keeping and for consumption by a new DAPO vendor and DV vendor.			

<b>Explain why this is the only entity that can provide the products/services:</b> (Include other products/vendors researched or evaluated.)		APS data extraction service is a sole source product manufactured, sold, serviced, and distributed exclusively by TriTech Software Systems, a CentralSquare Technologies, LLC (CentralSquare) Company. These products must be purchased directly by institutions from CentralSquare. There are no agents or dealers authorized to resell this product. The APS data extraction service is only sold as a direct transaction between CentralSquare and end clients.	
<b>If for services or installations (not a product) the following two questions must be addressed.</b>			
<b>Explain below why the amount to be expended is reasonable:</b>		<b>Explain below what was done to obtain the best possible price:</b>	
The Statement of Work for the custom migration project is similar in price and scope to another project completed by CentralSquare for the Mississippi Department of Public Safety (MDPS) in 2019. The services do not reflect a price increase from the job approved for MDPS in 2019.		The Mississippi Attorney General's Office discussed with the vendor the similarities of the MDPS project and their project request and negotiated a price nearly the same as the cost of the MDPS project. The cost of the project is a flat fee.	
<b>Vendor's proposal submitted:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (select only one)	<b>Vendor's Certification of Sole Source attached:</b>	<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>Vendor Name:</b> TriTech Software Systems	<b>Remit To</b>	<b>Vendor Name:</b> TriTech Software Systems
<b>Vendor Code:</b>	<b>Vendor Address:</b> 1000 Business Center Drive Lake Mary, FL 32746	<b>Vendor Code:</b>	<b>Vendor Address:</b> 1000 Business Center Drive Lake Mary, FL 32746

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 207-2-012, 030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13.

  
 Name and Title (Agency Head/Institution President/CIO) \_\_\_\_\_ Signature \_\_\_\_\_  
*Attorney General Office*

8/24/2021  
 Date



TriTech Software Systems,  
a CentralSquare Technologies, LLC company  
1000 Business Center Drive  
Lake Mary, FL 32746

August 12, 2021

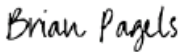
Mississippi Attorney General's Office  
1071-G20-Attorney General's Office  
550 High Street, 14<sup>th</sup> Floor  
Jackson, MS 39201

To Whom It May Concern:

This letter is in response to the Mississippi Attorney General's Office's request for a sole source letter from our company. This letter is to confirm that the APS data extraction service is a sole source product, manufactured, sold, serviced, and distributed exclusively by TriTech Software Systems, a CentralSquare Technologies, LLC (CentralSquare) company. This product must be purchased directly by institutions from CentralSquare at the address listed above. There are no agents or dealers authorized to resell this product. The APS data extraction service is sold only as a direct transaction between CentralSquare and end Clients.

Sincerely,

DocuSigned by:

  
D14DB36518AA405...

Brian Pagels

Vice President of Sales, Public Safety & Justice  
CentralSquare Technologies

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, 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.