
Notice of Intent to Certify Sole Source

To: Interested Parties
From: David C. Johnson
CC: ITS Project Number 46818
Date: June 7, 2022
Re: Sole Source Certification Number 4480 for MX Series Operator Certificate Onsite Training for the Mississippi Department of Wildlife, Fisheries and Parks (MDWFP)
Contact Name: Debbie Parker
Contact Phone Number: 601-432-8159
Contact E-mail Address: Debbie.Parker@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4480 for the Mississippi Department of Wildlife, Fisheries and Parks (MDWFP), please be advised that ITS intends to award BadgePass, Inc., as the sole source provider for MX Series Operator Certificate Onsite Training through June 30, 2023, in an amount not to exceed \$8,500.00. Please be advised that ITS will determine if additional licenses, enhancements, upgrades, training, or support are within scope during the certification period and may increase the spending authority accordingly. Should BadgePass, Inc. 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 B: 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 MX CI 4 Day Onsite Training is a sole source product for hardware that is manufactured exclusively by Entrust Corporation. Entrust is the sole manufacturer of this hardware, and no other company is qualified to offer similar training. There is no similar training available for purchase that would meet the standards and serve the same purpose and function of the training that Entrust offers.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

This training will provide the machine operators with knowledge to become more familiar with the card printer and allow them to finish jobs more effectively and efficiently and will reduce down-time due to lack of knowledge of how to make corrections.

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:

Badgepass, Inc. is an authorized reseller of Entrust products pursuant to the terms of its reseller agreement with Entrust, is the only authorized reseller of Entrust Central Issuance products located in Mississippi, and as an authorized reseller is providing service and support. The Vendor's sole source letters are included as Attachment A.

Schedule

Task	Date
First Advertisement Date	06/07/22
Second Advertisement Date	06/14/22
Response Deadline From Objectors	06/21/22 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 06/22/22

Project Details

In May of 2017, ITS issued Sole Source Certification No. 3998 for the procurement of the Datacard® MX6100 printer including support and maintenance. Receiving no objections, the award of \$762,598.00 was made to BadgePass, Inc. as the sole provider of the system in Mississippi. In July of 2019, ITS issued Sole Source Certification No. 4206 for the procurement of 3 additional years of support and maintenance for the Datacard® MX6100 printer. A Maintenance Agreement was executed at this time for \$153,685.00 through September 10, 2022. Receiving no objections, the award of \$153,685.00 was made to BadgePass, Inc. as the sole provider of the system in Mississippi. With this sole source certification, the amount paid to BadgePass, Inc. will be \$8,500.00. With this sole source certification, the amount paid total to BadgePass, Inc. will be \$924,783.00.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the MX Series Operator Certificate Onsite Training 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 BadgePass, 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, June 21, 2022, at 3:00 p.m. (Central Time) to Debbie Parker at Debbie.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 Debbie 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. 4480-46818
Accepted until June 21, 2022 @ 3:00 p.m.,
ATTENTION: Debbie Parker

If you have any questions concerning the information above or if we can be of further assistance, please contact Debbie Parker at 601-432-8159 or via email at Debbie.Parker@its.ms.gov.

Attachment A: Vendor Correspondence

Attachment B: Sole Source Procurement Overview



ENTRUST

SECURING A WORLD IN MOTION

SOLE SOURCE LETTER – ENTRUST ONSITE TRAINING

Entrust Corporation
1187 Park PL
Minneapolis, MN 55379

June 2, 2022

To Whom It May Concern:

This letter is to confirm that the MX CI 4 Day Onsite Training is a sole source product for hardware that is manufactured exclusively by Entrust Corporation. Entrust is the sole manufacturer of this hardware, and no other company is qualified to offer similar training.

There is no other similar training available for purchase that would meet the standards and serve the same purpose and function of the training that Entrust offers.

Sincerely,

Zeca Pires
Vice President
Zeca.Pires@entrust.com



ENTRUST

SECURING A WORLD IN MOTION

June 2, 2022

To whom it may concern:

This letter shall serve to confirm that, as of the date set out above, Badgepass, Inc., at the address of 280 Trace Colony Park, Ridgeland, MS, is an authorized reseller of Entrust products pursuant to the terms of its reseller agreement with Entrust.

Badgepass, Inc. as an Entrust authorized reseller is providing service and support.

Below is a list of authorized resellers of Entrust Central Issuance products located in Mississippi:

Badgepass, Inc.

Regards,

Ann Erickson
Channel Program Director
Channel & Alliance Program Team
Entrust Corporation
Ann.erickson@Entrust.com

1187 Park Place | Minneapolis, MN 55379 | entrust.com

Attachment B

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 A.

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.

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.