**Mississippi Department of
Information Technology Services**

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www.its.ms.gov

David C. Johnson, Executive Director

Notice of Intent to Certify Sole Source

To: Interested Parties

From: David C. Johnson

CC: ITS Project Number 47102

Date: July 5, 2022

Re: Sole Source Certification Number 4483 to provide warehouse inventory management system software and support for the Mississippi Emergency Management Agency (MEMA)

Contact Name: Roshunda Mitchell

Contact Phone Number: 601-432-8223

Contact E-mail Address: Roshunda.Mitchell@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4483 for the Mississippi Emergency Management Agency (MEMA), please be advised that ITS intends to award DebrisTech, LLC, as the sole source provider of warehouse inventory management system software and support through August 31, 2025, in an amount not to exceed $98,364.00. Please be advised that ITS will determine if additional licenses, enhancements, upgrades, support, or equipment are within scope during the certification period and may increase the spending authority accordingly. Should DebrisTech, LLC 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:

   Unlike any other inventory management and tracking systems, Emergency Operations Supply Tracking (EOST) uses unique identifying tracking codes for each item that passes through the inventory system. This allows for future unique tracking of each case that is broken down from a specific pallet when the inventory is allocated and picked for deliveries. This software has the capacity to track inventory from cradle to grave by beginning at the purchase of inventory through the purchase requisition process until the completion of delivery and usage. By capturing the purchase requisition information, EOST can not only

record the specific details of the inventory but also the price of that specific inventory.

EOST tracking continues after leaving the facility. Once shipments are loaded on the trucks, pallets are started for delivery and show a record that the specific items are in route to the delivery destination. Before the shipments are delivered, a handheld cellular device is used to record the delivery record digitally through the EOST application at the delivery site. When the delivery is recorded in the EOST application, the latitude and longitude coordinates are captured through the global positioning system. This level of certainty allows MEMA to increase the standard and need for consistent, accurate, and efficiency while responding to requests for supplies before, during, and after an emergency as well as during normal logistical operations.

As the inventory management and tracking information is being recorded, EOST can automatically generate reports at any point in the tracking process. Reports are currently available for receiving, current inventory, current inventory type (general vs stockpile), allocation, out for delivery, and delivered inventory. Excel exports customizable sets of records are accessible by selecting which fields are of interest for immediate exporting of data that is needed.

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

   This software was originally intended to be used to track all Personal Protective Equipment (PPE) stored at the MEMA warehouse located in Byram, MS. It is now the necessary inventory management program for all MEMA's logistical operations. The Emergency Operations Supply Tracking (EOST) software helps MEMA track inventory from purchase through the requisition process, until the completion of delivery to its destination.

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:

   Many of DebrisTech, LLC capabilities are unmatched by others. EOST provides unparalleled customization without limitation. DebrisTech, LLC is the sole source provider of the EOST software and customization. Development capabilities are solely controlled by in-house software developers. The Vendor's sole source certification letter is included as Attachment A.

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

   We are requesting more than the monthly cost for expenses to run this program in case there are any needs to make changes to or add to the existing program. The last change that was made was due to delivery problems stemming from no power in the delivery area. The changes were made to an app created by DebrisTech, LLC to aid in delivery when no power is in the area and receipts can still be emailed or requests inventoried off cellular service.

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

   At the start of the COVID emergency, MEMA hired TF Rankin to assist with the FEMA money and audit. TF Rankin worked with MEMA's IT and Logistics departments to source a company for tracking of all the

Personal Protection Equipment (PPE) inventory in the warehouse. DebrisTech, LLC is known for their inventory tracking. The company was sole sourced under the COVID emergency utilizing COVID grant money from FEMA.

Schedule

Task	Date
First Advertisement Date	07/05/22
Second Advertisement Date	07/12/22
Response Deadline From Objectors	07/19/22 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 07/20/22

Project Details

The Mississippi Emergency Management Agency (MEMA) seeks to purchase warehouse inventory management system software and support to be used as the inventory management program for all their logistical operations. DebrisTech, LLC has specially developed and provided the Emergency Operations Supply Tracking (EOST) program for MEMA's logistical operations since March of 2020 during the beginning of the COVID-19 health crisis. The Total amount expended to date is $687,642.09

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the warehouse inventory management system software and support 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 DebrisTech, LLC.

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 19, 2022 at 3:00 p.m. (Central Time) to Roshunda Mitchell at Roshunda.Mitchell@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 Roshunda Mitchell 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. 4483-47102
Accepted until July 19, 2022 @ 3:00 p.m.,
ATTENTION: Roshunda Mitchell

If you have any questions concerning the information above or if we can be of further assistance, please contact Roshunda Mitchell at 601-432-8223 or via email at Roshunda.Mitchell@its.ms.gov.

Attachment A: Vendor Correspondence
Attachment B: Sole Source Procurement Overview

June 23, 2022

Stephen McCraney, Executive Director
Mississippi Emergency Management Agency
1 MEMA Drive
Pearl, MS 39208

RE:
Emergency Operations Supply Tracking Program
DebrisTech, LLC

Dear Mr. McCraney:

DebrisTech has specially developed and provided the Emergency Operations Supply Tracking (EOST) program for the Mississippi Emergency Management Agency's (MEMA) logistical operations since March of 2020 during the beginning of the COVID-19 health crisis. Originally only designed to track medical personal protective equipment, EOST has been developed for MEMA over the past two years to become the necessary inventory management program for all of MEMA's logistical operations.

EOST boasts the needed capacity to track inventory from cradle to grave by beginning at the purchase of inventory through the Purchase Requisition process until the completion of delivery of the supplies to its final destination and usage. By capturing the purchase requisition information, EOST can not only record the specific details of the inventory but also the price of that specific inventory. Knowing the price of the inventory within the tracking program is especially valuable to report the overall price of shipments being deployed from the MEMA warehouses.

Unlike any other inventory management and tracking systems, EOST uses unique identifying tracking codes for each item that passes through the inventory system. As each item is received a unique label is placed on each pallet of the shipment. This allows for future unique tracking of each case that is broken down from that specific pallet in the future when the inventory is allocated and picked for deliveries.

The organization behind EOST is unmatched through the ability to mold to MEMA's warehouse racking and storage system. EOST records the physical locations of each unique inventory item as it is moved and assigned positions on the warehouse racks for best accessibility. By knowing the positions of items in inventory, the process of moving inventory and picking inventory for deliveries becomes more efficient.

Most inventory management programs only allow for tracking of inventory within the facility it is being stored; however, EOST tracking does not stop at the door. When shipments are being organized, the inventory is allocated and picked for specific delivery locations within the system. Once shipments are loaded on the trucks, the pallets are started for delivery and show a record that the specific items are in route to the delivery destination. Upon MEMA personnel delivering the shipments, a handheld cellular device is used to record the delivery record digitally through the EOST application at the delivery site.

When the delivery is recorded in EOST, the latitude and longitude coordinates are captured through the global positioning system. Additionally, the digital signature of the person signing for the delivered items and a photograph of the items are all recorded at their destination. This level of certainty increases the standard and need for consistency, accuracy, and efficiency while MEMA is responding to requests for supplies before, during, and after an emergency as well as during normal logistical operations.

As the inventory management and tracking information is being recorded, EOST can automatically generate reports at any point in the tracking process. Reports are currently available for receiving, current inventory, current inventory type (general vs. stockpile), allocation, out for delivery, and delivered inventory. Additionally, Excel exports of customizable sets of records are accessible by selecting which fields are of interest for immediate exporting of data that is needed. When future reports are needed to be built, the EOST software development team can establish new reports at any moment.

While many of our capabilities are unmatched by others, EOST also provides unparalleled customization without limitation. As current inventory management and tracking needs are met, future needs can be fulfilled through our continued program development efforts. DebrisTech is the sole source provider of the EOST software, and the customization, support, and development capabilities are solely controlled by our in-house software developers.

If you need any additional information regarding the unique and customizable capabilities of EOST please do not hesitate to contact me.

Sincerely,

Daniel D. Baxter, CPA
Client Manager
DebrisTech, LLC

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.