

Notice of Intent to Certify Sole Source

To: Interested Parties

From: Craig P. Orgeron, CPM, Ph.D.

CC: ITS Project Number 48445

Date: October 9, 2024

Re: Sole Source Certification Number 4640 to provide emergency management software support, hosting, maintenance, and module customization for the Mississippi Emergency Management Agency (MEMA)

Contact Name: Christopher Gooday

Contact Phone Number: 601-432-8037

Contact E-mail Address: Christopher.Gooday@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4640 for the Mississippi Emergency Management Agency (MEMA), please be advised that ITS intends to award MB3 Inc. d/b/a Civix, as the sole source provider of emergency management software support, hosting, maintenance, and module customization for the Mississippi Emergency Management Agency (MEMA) through December 31, 2027, in an amount not to exceed \$483,300.00. Please be advised that ITS will determine if additional hosting, support, maintenance, or module customizations are within scope during the certification period and may increase the spending authority accordingly. Should MB3, Inc. d/b/a Civix 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:

MB3, Inc. owns the source code to the Emergency Management software and no other organization is authorized to provide a license or make customizations to the product. The EM Grants Manager software is the only software successfully running in any State which manages Public Assistance and Mitigation processes, integrating with FEMA systems, and the State's finance system for a customized reimbursement process. There are over 70 Mitigation and Public Assistance Grants totaling \$5 billion dollars currently being managed with this software. MB3 software allows the uniqueness of each disaster to be captured and managed. Among the

other services currently being used is human resources, time keeping, and internal financial (purchase request, purchase order tracking).

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

The MB3 Emergency Management products are used in several areas of MEMA since 2005 and used for tracking hazard mitigation, public assistance, emergency grants management, finance programs as well as the addition of four module customizations to help MEMA meet requirements for state and federal government rules and regulations. MEMA's Public Assistance program is centralized from application requests online to project information that is imported from various federal websites to the status of disasters. The system uses the data from the websites to fuel the reimbursement process. Large projects are paid based on documented expenses while small projects are flagged for payment instantly upon obligation. The turnaround time is greatly reduced. Hazard mitigation is available to manage each step of the Hazard Mitigation Grant Program (HMGP). The MitigationMS.org website includes each step from the project application through the expense-based reimbursement. MB3, Inc. has the only software package available to accommodate State HMGP. Grantees have a unique vantage point using the system to know the precise status of applications, projects, or entire disasters in an instant. The module for MS.MSEMA.org allows State clients to manage timesheets, purchase requisitions and travel expenses. The Emergency Management software has been upgraded and the three portals (My.MSEMA.org, MitigationMS.org, and MississippiPA.org) have been merged into one, My.MSEMA.org.

The unique functionality of this software is that it shows the entire process of creating a Purchase Request, processing it into a Purchase Order, and then processing into the Grants Management system. Once the Purchase Order is complete, it then moves into Public Assistance Grants or Mitigation Grants systems. The Emergency Management software from MB3 makes this process seamless and simple. During Mississippi's Covid 19 Mission, MEMA was the direct logistical support for the Mississippi State Department of Health (MSDH). MEMA purchased all of MSDH's Covid 19 personal protective equipment with the use of MB3 software. The Federal Emergency Management Agency is currently processing those allocations through the documentation in MB3 Grant Modules.

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:

MB3, Inc. d/b/a Civix owns the source code for EM Grants Manager and as such no other organization is authorized to provide a license or make customizations to the product. The Vendor's sole source certification letter is included as Attachment A.

Schedule

Task	Date
First Advertisement Date	10/08/24
Second Advertisement Date	10/15/24
Response Deadline From Objectors	10/23/24 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 10/24/24

Project Details

An Emergency contract was approved in November 2005 following Hurricane Katrina for MB3, Inc. d/b/a Civix EM Portal—Version 2. MEMA has used MB3, Inc. d/b/a Civix, products since that time. In January 2017, the State awarded RFP No. 3792 for a new Grants Management and Online Application Software as a Service. During the implementation of the new system, MEMA continued to use the existing software and hosting services from MB3, Inc. d/b/a Civix, Inc., issuing Sole Source Certification No. 3967 in February of 2017. The certification was valid until the new system was in place. The awarded vendor was unable to implement a fully functioning system and the State terminated the contract with the awarded vendor in the fall of 2018.

In January 2019, MEMA decided to continue using MB3, Inc. d/b/a Civix products while it determined the next steps regarding these websites. ITS has issued Notice of Intent's to Certify Sole Source Numbers 4159 and 4428 certifying MB3, Inc. d/b/a Civix through December 31, 2024. In August 2023, an amendment was approved for the addition of Emergency Management Performance Grant Program Module.

MEMA has evaluated all options currently in the marketplace and has determined that no other company can meet all of their software and reimbursement requirements. This Notice of Intent is to provide emergency management software support, hosting, maintenance, and module customization for the Mississippi Emergency Management Agency (MEMA) through December 31, 2027. With this sole source certification, the amount paid to MB3, Inc. d/b/a Civix to date will be \$3,117,985.00.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the emergency management software support, hosting, maintenance, and module customization for the Mississippi Emergency Management Agency (MEMA) 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 MB3, Inc. d/b/a Civix.

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, October 23, 2024, at 3:00 p.m. (Central Time) to Christopher Gooday at Christopher.Gooday@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 Christopher Gooday 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. 4640-48445
Accepted until October 23, 2024 @ 3:00 p.m.,
ATTENTION: Christopher Gooday

If you have any questions concerning the information above or if we can be of further assistance, please contact Christopher Gooday at 601-432-8037 or via email at Christopher.Gooday@its.ms.gov.

Attachment A: Vendor Correspondence

Attachment B: Sole Source Procurement Overview



MB3 Inc d/b/a Civix
3300 West Esplanade Ave., Suite 400 | Metairie, LA 70002
321.206.3784 | GOCIVIX.COM

June 10, 2024

Mississippi Emergency Management Agency
1 Mema Drive
Pearl, MS 39208

Re: EM Grants Manager Software

To whom it may concern,

EM Grants Manager is a web-based software tool used by State Agencies to manage every step of the Emergency Management grant process for numerous Grant Programs including Public Assistance, Hazard Mitigation Assistance, Emergency Management Performance Grant and several others. The software is currently being utilized by the following 25 State Emergency Management agencies: Alabama, Arizona, Colorado, Connecticut, Florida, Georgia, Illinois, Iowa, Louisiana, Michigan, Minnesota, Mississippi, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, Wisconsin and Utah; as well as 1 Territory agency: US Virgin Islands. In Mississippi the software is accessible through my.msema.org. EM Grants Manager is unique in that to my knowledge, no other company offers a web-based solution that handles all complex business requirements related to managing these grant programs. The software also includes modules for helping State Agencies manage Purchase Requisitions, Travel Requests, Time Records and Training Courses.

Over the past 20 years, EM Grants Manager has proven its reliability by managing some of the largest disaster grants in US history including Hurricanes Michael, Irma, Harvey, Matthew, and Sandy, the 2011 Tornado Outbreak, the 2008 Midwest Floods and Hurricane Katrina.

The strength of the system lies in the fact that every aspect of grant management becomes centralized, from Applicant requests which can all be submitted online, to project information which can easily be created or imported within the system from FEMA systems (Grants Portal and EMMIE). Grantees then have a unique vantage point using the system to know the precise status of applications, projects, or entire disasters in an instant.

The system then uses this data to fuel its robust reimbursement process. Projects may be paid based on documented expenses or advances, or instantly upon obligation. The turnaround time in making payments is reduced from hours or days to minutes.

While there are many generic grant management systems, to my knowledge, EM Grants Manager is the only software successfully running in any State which manages the unique Public Assistance and Mitigation processes, integrating with FEMA systems, and the State's finance system to fuel a reimbursement process that is customized for the needs of states managing disaster grants.

The Mississippi Emergency Management Agency (MEMA) has a need for an ongoing SaaS license of EM Grants Manager as well as a need for some customizations to be made that will help make the Agency's business processes more efficient and streamlined. The Agency would



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also like to enable and customize some add-on modules, for example, the SafeRoom and Audit Tracking modules.

MB3, dba Civix, owns the source code for EM Grants Manager and as such no other organization is authorized to provide a license or make customizations to the product.

Please contact me if you need any additional information.

Yours sincerely,

A handwritten signature in blue ink that reads 'Angele C. Romig'.

Angele Romig

President

Civix

aromig@gocivix.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 \$75,000 (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.