Mississippi Department of
Information Technology Services

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Craig P. Orgeron, CPM, Ph.D., Executive Director

Notice of Intent to Certify Sole Source

To: Interested Parties

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

CC: ITS Project Number 48555

Date: December 10, 2024

Re: Sole Source Certification Number 4651 to provide Library Automation System Maintenance for the Mississippi Library Commission (MLC)

Contact Name: Vershonda Grindle

Contact Phone Number: 601-432-8213

Contact E-mail Address: vershonda.grindle@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4651 for the Mississippi Library Commission (MLC), please be advised that ITS intends to award Keystone Systems, Inc. as the sole source provider of the Keystone Library Automation System (KLAS) maintenance renewal through December 31, 2027, in an amount not to exceed $55,225.26. Please be advised that ITS will determine if additional maintenance and support are within scope during the certification period and may increase the spending authority accordingly. Should Keystone Systems, 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:

    Congress established the Talking Book Program in 1931 to provide free library services to people with disabilities. Since 2000, MLC has been using the Keystone Library Automation System (KLAS) and is seeking to renew proprietary maintenance for KLAS. The system is an online library cataloging system that integrates with the National Library Service's (NLS) Talking Book Services to provide services to meet the unique needs of the blind, visually impaired, and physically disabled patrons living in the State of Mississippi. KLAS's modules hold detailed information about the patron, such as type of disability, reading level, age, contact information, and reading preferences, and based on these preferences, the system can make recommendations for the patron's next book offered through the

NLS. This repository is kept up to date by automatically downloading into KLAS on a monthly basis. The Talking Books collection offers a wide range of popular fiction and nonfiction titles for adults, teens, and children. The collection holdings may be searched by anyone using the online catalog, but only registered Talking Book Services patrons may place requests. Materials requested by Talking Books Service patrons are mailed directly to the individual's home in returnable packaging that allows the material to be returned at no cost using remote address validation to ensure the correct address.

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

   MLC uses KLAS for its patrons with visual, physical, or organic reading disabilities and for institutions that serve these eligible individuals. Unlike regular library systems that only catalog the materials that are physically in the library system, KLAS displays all catalogs available through National Library Services for Congress. The detailed patron profiles allow MLC staff to efficiently and accurately assign books to their patrons with reading preferences and disability data that cross-references the catalog for suitable materials. Patrons are able to register with KLAS to allow MLC staff to customize the catalogs to better match material to the patrons' needs. These materials include pictures of talking book digital cartridge, braille books and magazines, books in large print, and descriptive videos (VHS & DVD) which provide narration describing the on-screen action.

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:

   KLAS software is the product of Keystone Systems, Inc. They license directly to the end customer and provide on-going support and maintenance services directly to the end customer. They have no other distributors, and the product is not licensed for resell by any other party. No other entity provides maintenance and support services for KLAS. The vendor's Sole Source Certification is included as Attachment A.

Schedule

Task	Date
First Advertisement Date	12/10/24
Second Advertisement Date	12/17/24
Response Deadline From Objectors	12/26/24 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 12/28/24

Project Details

ITS on behalf of MLC has certified KLAS as a Sole Source since 2000. From 2000 through 2015, ITS on behalf of MLC, procured KLAS under then-approved sole source procedures. In September 2015, ITS began issuing Notice of Intents to Certify Sole Source and no objections have been received. MLC's current maintenance expires December 31, 2024, and the spend to date is $285,581.63

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the Library Automation System 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 Keystone Systems, 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 Thursday, December 26 at 3:00 p.m. (Central Time) to Vershonda Grindle at vershonda.grindle@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 Vershonda Grindle 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. 4651-48555
Accepted until December 26 2024 @ 3:00 p.m.,
ATTENTION: Vershonda Grindle

If you have any questions concerning the information above or if we can be of further assistance, please contact Vershonda Grindle at 601-432-8213 or via email at vershonda.grindle@its.ms.gov.

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

Keystone Systems, Inc.

8016 Glenwood Avenue
Raleigh, NC 27612-1875
(919) 782-1143

August 21, 2024

Mississippi Library Commission
Ms. Jennifer Lena
3881 Eastwood Drive
Jackson, MS 39211

Re: Keystone as a Sole Source

Dear Jennifer:

I understand you need to know the sources from whom the Mississippi Library
Commission can purchase address validation services for KLAS® software.

KLAS software is the product of Keystone Systems, Inc. We license directly to the
end customer and provide on-going support and maintenance services directly to the
end customer. We have no other distributors and the product is not licensed for resell
by any other party. No other entity provides maintenance and support services for
KLAS. We are proud of our commitment to meeting the special needs of our customers
and to providing the very best in support. We feel we are best able to meet our
customers' needs by maintaining this one-to-one relationship.

Keystone is proud to be providing our software and services to the citizens of
Mississippi.

Sincerely,

James R. Burts
Chief Executive Officer

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.