Notice of Intent to Certify Sole Source

To: Interested Parties

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

CC: ITS Project Number 48781

Date: August 5, 2025

Re: Sole Source Certification Number 4675 to provide Access Control Hardware and Software Support for the Mississippi Department of Transportation (MDOT)

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 4675 for the Mississippi Department of Transportation (MDOT), please be advised that ITS intends to award BadgePass, Inc., as the sole source provider of access control hardware and software support through September 30, 2028, in an amount not to exceed $28,056.00. 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 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:

   All hardware devices included for on-site maintenance by BadgePass, Inc. are unique to the BadgePass access control system currently in place to secure assets at the MDOT District Five (Newton and Meridian) campuses. BadgePass is the only vendor that can provide the existing hardware and software support for the system.

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

   BadgePass, Inc. was the vendor selected to provide access control by an MDOT Architectural Services Unit project for the MDOT District Five - Newton Campus. The

access control devices are used to identify individuals and the access needed at these MDOT locations. The main objective of maintaining access control is to safeguard personnel, assets, and information by ensuring that only MDOT authorized individuals can access secure and restricted areas. Other objectives include reducing the risk of unauthorized entry, theft, vandalism, and workplace violence. It enables tracking and reporting of entry events, supporting investigations, and audits, and providing documentation for incidents reports. This will also protect personnel (MDOT employees), physical assets (IT hardware such as desktops, laptops, printers, network switches, cameras, routers, large TV monitors, and workspace furniture), and information which includes confidential data, systems, and infrastructure critical to transportation operations and compliance.

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 the only authorized sales and service provider for BadgePass products in 55 of the 61 Mississippi counties, including Lamar (county for Meridian) and Newton. BadgePass, Inc. maintains very strict guidelines as to who can sell and support their software. The Vendor's sole source certification letter is included as Attachment A.

Schedule

Task	Date
First Advertisement Date	08/05/2025
Second Advertisement Date	08/12/2025
Response Deadline From Objectors	08/19/2025 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 08/20/2025

Project Details

In 2017, BadgePass, Inc. was the vendor selected to provide access control by an MDOT Architectural Services Unit for the MDOT District Five - Newton campus. The initial purchase of $48,595.98 was made without ITS involvement. Since then, the annual renewal and equipment repairs have been purchased under the $5,000.00 quote threshold. In 2022, ITS issued Notice of Intent to Certify Sole Source 4493 for the sole source certification of Access Control Hardware and Software Maintenance and Support for Newton County through September 30, 2025, and received no objections. To date, MDOT has spent approximately $93,236.40.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that Access Control Hardware and Software 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 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, August 19, 2025, 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. 4675-48781
Accepted until August 19, 2025 @ 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

BADGEPASS™

February 24, 2025

To Whom It May Concern:

As the manufacturer of BadgePass, we would like to personally thank you for your interest in the BadgePass Identity Management and Access Control platform.

Please be advised that BadgePass Inc. is the only authorized sales and service provider for BadgePass products in the counties of Attala, Carol, Choctaw, Clarke, Clay, Covington, Holmes, Jasper, Jefferson Davis, Jones, Kemper, Lauderdale, Leake, Lowndes, Montgomery, Neshoba, Newton, Noxubee, Oktibbeha, Rankin, Scott, Simpson, Smith, Wayne, Webster, Winston, Adams, Amite, Claiborne, Copiah, Franklin, Hinds, Humphreys, Issaquena, Jefferson, Lawrence, Lincoln, Madison, Pike, Sharkey, Walthall, Warren, Washington, Wilkinson, Yazoo, Forrest, George, Greene, Hancock, Harrison, Jackson, Lamar, Marion, Pearl River, Perry, and Stone in the state of Mississippi.

BadgePass maintains very strict guidelines as to who can sell and support our software to make sure your experience is the best possible. I feel confident that your service will be outstanding. Please feel free to call me with any concerns you have.

Best regards,

Tyler Smith

Tyler Smith
EVP of Sales and Marketing
BadgePass, Inc.
280 Trace Colony Park
Ridgeland, MS 39157
601.499.2131

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.