



Mississippi Department of
Information Technology Services

3771 Eastwood Drive
Jackson, MS 39211-6381
Phone: 601-432-8000
Fax: 601-713-6380
www.its.ms.gov

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. *cpu*

CC: ITS Project Number 48899

Date: August 5, 2025

Re: Sole Source Certification Number 4685 to provide an SAP job scheduler for the Mississippi Department of Finance and Administration (DFA)

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 4685 for the Mississippi Department of Finance and Administration (DFA) please be advised that ITS intends to award Redwood Software, Inc. as the sole source provider of a SAP job scheduler in an amount not to exceed \$382,016.53 for a three year period. Please be advised that ITS will determine if additional subscriptions or support is within scope during the certification period and may increase the spending authority accordingly. Should Redwood Software, 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:

Redwood's proprietary workload automation software, RunMyJobs, holds the highest number of integration certifications of any job scheduler in the SAP Certified Solutions Directory and is the only SAP-certified automation solution that integrates seamlessly with DFA's existing system infrastructure. RunMyJobs is a robust, cloud-based automation platform designed to streamline and enhance business operations across an enterprise. By automating routine, repetitive, and time-sensitive processes, it helps boost efficiency, minimize human error, and increase overall productivity. The flexibility eliminates the need for manual intervention, allowing processes to run reliably and consistently without human oversight.

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

RunMyJobs is the latest version of the Business Process Automation (BPA) solution previously deployed by DFA and is used as a cross-enterprise workload automation tool to coordinate and manage scheduled tasks across multiple systems. DFA's development teams are proficient with RunMyJobs and the software has been configured to meet DFA policies and procedures to execute jobs for MAGIC, the State's Finance and Human Resources and Payroll system. RunMyJobs allows Database Administrators to run batch processing jobs during off-peak hours, and allows Administrators to run more than one job posting at a time, including data processing.

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:

Redwood Software, Inc. is the sole owner of the intellectual property rights to RunMyJobs Workload Automation as well as the associated support and maintenance services. As such, Redwood owns the exclusive distribution rights to its RunMyJobs services and remains the sole contact for its customers for all matters relating to associated support and maintenance services. 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

DFA previously utilized BPA, a white labeled job scheduler on-premises solution for SAP designed and built by Redwood. BPA reached end-of-life on December 31, 2024, and is no longer supported. Migration to the cloud environment of Redwood RunMyJobs occurred during an Emergency Purchase in 2024 with the successor product being RunMyJobs.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the SAP job scheduler 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 Redwood Software, 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 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. 4685-48899
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



Redwood Software, Inc.

July 28, 2025

3201 Dallas Parkway, Ste 810
Frisco, TX 75034

To Whom It May Concern:

This letter is to confirm that Redwood Software, Inc. and its affiliated entities, ("Redwood"), are and remain the sole owners of the intellectual property rights to RunMyJobs Workload Automation ("RunMyJobs") as well as the associated support and maintenance services. As such, Redwood owns the exclusive distribution rights to its RunMyJobs services and remains the sole contact for its customers for all matters relating to associated support and maintenance services.

Redwood's RunMyJobs (RMJ) platform is a mission-critical enterprise job scheduler for DFA, tightly integrated into their SAP S/4HANA environment. As a certified SAP partner and the only workload automation platform embedded in SAP's Business Technology Platform (BTP), Redwood enables secure, seamless orchestration of end-to-end processes across both SAP and non-SAP systems. DFA primarily relies on RMJ to automate essential S/4HANA-based financial and operational workflows, ensuring accuracy, scalability, and compliance. The solution was originally implemented as a replacement for legacy BPA tooling, and its cloud-native, low-code architecture has since become a foundational component of DFA's SAP strategy. Given this deep integration and SAP's own endorsement of Redwood for S/4HANA, no alternative solution can deliver the same level of compatibility, supportability, or operational continuity.

We remain at your disposal to provide you with any further information.

Best regards,

Signed by:

29198D3AA038496
Charles Crouchman

Chief Product Officer

Redwood Software, Inc.



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.