

BOARD MEETING MINUTES

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

June 25, 2012

The Mississippi Department of Information Technology Services Board met in the Board Room of the ITS Office Building, 3771 Eastwood Drive, Jackson, Mississippi 39211, on Monday, June 25, 2012, at 11:00 a.m.

Members Present:

Derek Gibbs, Vice-Chairman

Lynn C Patrick

Thomas A. Wicker

Members Not Present:

John Hairston, Chairman

Rodney Pearson

Legislative Advisors Not Present:

Senator Sampson Jackson, II

Representative Gary V. Staples

Staff Members Present:

Craig Orgeron, ITS Executive Director

Michele Blocker, Internal Services Division Director

Lynn Ainsworth, Information Systems Services (ISS) Division Director

Donna Nead Rogers, Special Assistant Attorney General

Jay White, Information Security Division Director

Laura Pentecost, Data Services Division Director

Roger Graves, Telecomm Services Division Director

David Johnson, ITS Business Manager

Tina Wilkins, ISS Technology Consultant

Paula Conn, ISS Technology Consultant

Debra Spell, ISS Technology Consultant

Gary LeBlanc, ISS Technology Consultant

Donna Hamilton, ISS Technology Consultant

Renee Murray, ISS Technology Consultant

Leslie Swilley, Internal Services Division

Lori Rutland, Telecomm Services Division

Debra Brown, Strategic Services Division

Caren Brister, Strategic Services Division

Bo Dickerson, Security Services Division

Others Present:

Tim Ragland, Mississippi Department of Human Services

Cheryl Joiner, Mississippi Department of Human Services

Joel Savell, Mississippi Department of Human Services

Valeria O'Neal, Mississippi Department of Human Services

Chris Christmas, Mississippi Department of Human Services

Cille Litchfield, Mississippi Department of Finance and Administration

Janice Fitzgerald, CSpire Wireless

Jennifer Hinman, CSpire Wireless

Karen Newman, The Clay Firm

Mark Hollingsead, Ciber

Steve Simmons, Capitol Partners

Derek Gibbs called the meeting to order, and introduced Lori Rutland to lead the Pledge of Allegiance to the United States Flag. Lori Rutland led the audience in the Pledge of Allegiance. Guests introduced themselves.

Agenda Item No. 1: Derek Gibbs directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on May 17, 2012.

On motion by Tom Wicker and second by Lynn Patrick that the minutes of the May 17, 2012 meeting be approved as written:

Motion carried; unanimously.

Agenda Item No. 2: Debra Spell and Joel Savell, EBT/EPC/ECC Services Coordinator, presented an overview and request to issue:

- LOC No. 39783 based on General RFP No. 3671 to acquire the services of a Project Lead;
- RFP No. 3684-39783 to acquire the services of an Evaluation/Quality Assurance

Contractor; and

- RFP No. 3687-39783 to acquire the services of a Development and Implementation Contractor.

These services are required to implement an interstate database (National Accuracy Clearinghouse [NAC]) of program information to support Supplemental Nutrition Assistance Program (SNAP) and Disaster SNAP (D-SNAP) eligibility determinations for the MISSISSIPPI DEPARTMENT OF HUMAN SERVICES (MDHS). The staffs of ITS and MDHS jointly request approval to issue, advertise and publish LOC No. 39783-3671, RFP No. 3684-39783, and RFP No. 3687-39783 to acquire the services of a Project Lead, Evaluation/Quality Assurance Contractor, and Development and Implementation Contractor respectively to implement a NAC interstate database of program information to support SNAP and D-SNAP eligibility determinations for MDHS. The staffs of ITS and MDHS request that the approval of the contract award for the Project Lead and Evaluation Contractor be delegated to the ITS Executive Director since MDHS plans to acquire these services prior to the Development Contractor being selected, and cost is estimated to be below the Board approval limit.

On motion by Tom Wicker and second by Lynn Patrick that the staff recommendation be approved, with the approval of the contract award for the Project Lead and Evaluation Contractor being delegated to the ITS Executive Director contingent upon the cost being below the Board approval limit:

Motion carried; unanimously.

Agenda Item No. 3: Debra Spell and Tim Ragland, MIS Director, presented Project No. 39564, the evaluation and recommendation of proposals received in response to LOC No. 39564 issued

February 23, 2012, based on General RFP No. 3671 for the acquisition of consulting services to support the Mississippi Automated Child Welfare Information System (MACWIS) for **THE MISSISSIPPI DEPARTMENT OF HUMAN SERVICES (MDHS)**. The staffs of ITS and MDHS jointly recommend the approval of Ciber as lowest and best Vendor responding to LOC No. 39564-3671 for the acquisition of consulting services to support the Mississippi Automated Child Welfare Information System at a total three-year lifecycle cost of \$3,760,500.00. MDHS is also requesting approval to re-new the contract for two additional one-year terms at a total cost of \$2,582,711.40. This will bring the total five-year cost to \$6,343,211.40.

On motion by Lynn Patrick and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

The Board acknowledged Agenda Item No. 4 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

Agenda Item No. 5: Derek Gibbs directed the Board's attention to the need for nomination of a Chairman and Vice-Chairman to begin serving July 1, 2012.

On motion by Tom Wicker and second by Lynn Patrick that Derek Gibbs serve as Chairman of the ITS Board for one year, effective July 1, 2012, and that Rodney Pearson serve as Vice-Chairman for one year, effective July 1, 2012, during the fourth year of his 5-year term:

Motion carried; unanimously.

The Board discussed Agenda Item No. 6 regarding verification of quorum for next ITS Board

Meeting scheduled for Thursday, July 19, 2012, and confirmation of the Board Meeting Schedule for Fiscal Year 2013.

On motion by Lynn Patrick and second by Tom Wicker that the following per diem and expenses be approved:

Derek Gibbs - per diem and expenses for 1 day;

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Lynn Patrick - per diem and expenses for 1 day;

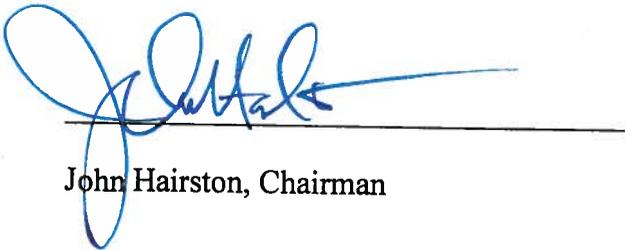
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Tom Wicker - per diem and expenses for 1 day;

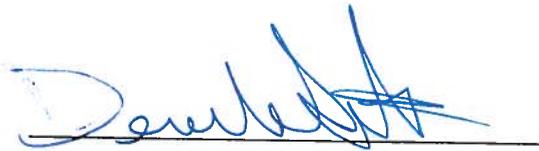
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Motion carried; unanimously.

There being no further business, the meeting was adjourned by Derek Gibbs.



John Hairston, Chairman



Derek Gibbs, Vice-Chairman