
Notice of Intent to Certify Sole Source

To: Interested Parties
From: Craig P. Orgeron, Ph.D. ^{CP}
CC: ITS Project Number 42141
Date: September 8, 2015
Re: Sole Source Certification Number 3801 for Maintenance for Keystone Library Automation System (KLAS)

Contact Name: Chris Grimmer

Contact Phone Number: 601-432-8208

Contact E-mail Address: Chris.Grimmer@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 3801 for Keystone manufacturer maintenance for the Mississippi Library Commission (MLC), please be advised that ITS intends to award maintenance of the Keystone Library Automation System to Keystone Systems, Inc. as the sole source provider of manufacturer maintenance through December 31, 2018, in an amount not to exceed \$29,198.70. For an explanation regarding Mississippi state law, policy, and procedures for sole source procurements, refer to Attachment C: 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:

KLAS by Keystone Systems, Inc. is customized for the unique needs of blind, vision impaired, and physically disabled patrons. KLAS has extensive patron modules to set up detailed information about the patron, such as type of disability, reading level, age, contact information, and reading preferences. Once the patron's information is set up, the system can make recommendations for the next book to send to the patron based on these preferences. Because KLAS shows the digital audio holdings of items offered through the National Library Service, those items are automatically downloaded into KLAS on a monthly basis. Unlike a regular library system that only catalogs the materials that have been purchased and are physically in the building, KLAS displays ALL of the records available. MLC staff can then customize the records in order to better match the titles with patrons. Automatic inclusion of materials is not

a function of other library automation systems. The customer's sole source certification request is included as Attachment A.

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

MLC originally procured KLAS software from Keystone Systems, Inc. as sole source in July 2000. KLAS software support and maintenance is only available from Keystone Systems, Inc. Keystone licenses directly to the end customer and provides on-going support and maintenance services directly to the end customer. Keystone does not have any distributors of the software and it is not licensed for resale by any other party. The customer's sole source certification request is included as Attachment A.

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 support and maintenance is only available from Keystone Systems, Inc. The vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	9/8/15
Second Advertisement Date	9/15/15
Response Deadline From Objectors	9/22/15, at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 9/23/15

Project Details

KLAS is an online library cataloging system for the Talking Book Services which meets the needs of the blind and physically handicapped patrons statewide. This product was originally purchased as a sole source in July 2000. MLC has made a business decision to continue maintenance on the existing software, rather than incurring the expense of purchasing a new system.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the manufacturer direct 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 Tuesday, September 22, 2015, at 3:00 p.m. (Central Time) to Chris Grimmer at Chris.Grimmer@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 Chris Grimmer 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. 3801-42141
Accepted until September 22, 2015 @ 3:00 p.m.,
ATTENTION: Chris Grimmer**

If you have any questions concerning the information above or if we can be of further assistance, please contact Chris Grimmer at 601-432-8208 or via email at Chris.Grimmer@its.ms.gov.

Attachment A: Customer Sole Source Certification Request

Attachment B: Vendor Correspondence

Attachment C: Sole Source Procurement Overview

Attachment A



3771 Eastwood Drive
 Jackson, Mississippi 39211
 Phone 601-432-8000 Fax 601-713-6380

Sole Source Certification Request

Project Title: KLAS Software and Maintenance		Stimulus (ARRA) Funds? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Customer Contact Information			
Agency/Public University: Library Commission Address: 3881 Eastwood Dr. Jackson, MS 39211		Contact Person: Mark Skaggs Phone: 601-432-4060 Fax: Email Address: mskaggs@mlc.lib.ms.us	
MAGIC Customer Number (only required from state agencies): 7000000097		Division/Dept: Handmail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Project Summary Narrative Description of Project (include details of original acquisition if applicable): This sole source certification request is for maintenance and support of the Keystone Library Automation System (KLAS), the library cataloging online system for the Talking Book Services. Keystone Systems, Inc has certified that they are the sole source provider of the KLAS software and software maintenance.			
ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid):			
Cost Estimates	Initial Costs	Ongoing Costs	Time Constraints
<i>Fiscal Year</i>			Item Needed by: Funds Expire:
2016		\$9,542.06	Anticipated Lifecycle of Products/System (i.e. estimated years of effective use): 3 years Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds) \$29,198.00
2017		\$9,828.32	
2018		\$9,828.32	
Total		\$29,198.70	
Acquisition Details			
Items Requested	Quantity	Description	Building Location(s)
Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification:			
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)?			
Sole Source Certification Note: Certification must be renewed for each revision or continuation of previous Sole Source Approvals.			
Specific business requirements to be met by the requested products or services: KLAS by Keystone Systems, Inc. is customized for the unique needs of blind, vision impaired, and physically disabled patrons. KLAS has extensive patron modules to set up detailed information about the patron, such as type of disability, reading level, age, contact information, reading preferences, etc. Once the patron's information is set up, the system can make recommendations for the next book to send to the patron based on these preferences. Because KLAS shows the digital audio holdings of items offered through the National Library Service, those items are automatically downloaded into KLAS on a monthly basis. Unlike a regular library system who only catalogs the materials that have been purchased and are physically in the building, KLAS displays ALL of the records available. MLC staff can then customize the records in order to better match the titles with our patrons. Automatic inclusion of materials is not a function of other library automation systems.			
Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): MLC originally procured Keystone Systems, Inc's KLAS software as sole source in July 2000. KLAS software support and maintenance is only available from Keystone Systems, Inc. Keystone licenses directly to the end customer and provides on-going support and maintenance services directly to the end customer. Keystone does not have any distributors of the software and it is not			

Attachment A

licensed for resell by any other party.								
<p>Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): KLAS support and maintenance is only available from Keystone Systems, Inc.</p>								
<p>Explain why the amount to be expended for the services is reasonable: N/A</p>								
<p>Explain what your agency did to obtain the best possible price for the services: N/A</p>								
<p>Vendor's Certification of Sole Source attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Vendor's proposal submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>								
<p>MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued.</p>								
<table border="0"> <tr> <td>Place Order To</td> <td>Remit To</td> </tr> <tr> <td>Vendor Name: Keystone Systems Inc.</td> <td>Vendor Name: Keystone Systems Inc.</td> </tr> <tr> <td>Vendor Address: 8016 Glenwood Avenue</td> <td>Vendor Address: 8016 Glenwood Avenue</td> </tr> <tr> <td>Raleigh, NC 27612</td> <td>Raleigh, NC 27612</td> </tr> </table>	Place Order To	Remit To	Vendor Name: Keystone Systems Inc.	Vendor Name: Keystone Systems Inc.	Vendor Address: 8016 Glenwood Avenue	Vendor Address: 8016 Glenwood Avenue	Raleigh, NC 27612	Raleigh, NC 27612
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Vendor Address: 8016 Glenwood Avenue	Vendor Address: 8016 Glenwood Avenue							
Raleigh, NC 27612	Raleigh, NC 27612							

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/public university is responsible for these charges/costs.

Susan S. Cassagne, Executive Director
 Name (Agency Head or Public University CIO)/Title

[Signature] 9/5/15
 Signature Date

Attachment B



Keystone Systems, Inc.

8015 Glenwood Avenue
Raleigh, NC 27612-1875
(919) 782-1143

June 4, 2015

Mississippi Library Commission
Attn: Karolynn Bell
3881 Eastwood Drive
Jackson, MS 39211

Re: Keystone as a Sole Source

Dear Karolynn:

I understand you need to know the sources from whom the Mississippi Library Commission can purchase maintenance and support 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 resale 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,

A handwritten signature in black ink that reads "James R. Burts". The signature is written in a cursive style with a large initial 'J'.

James R. Burts
Executive Vice-President

Attachment C: Sole Source Procurement Overview

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 B.

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 \$50,000 (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.

Attachment C: Sole Source Procurement Overview

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS. The customer's Sole Source Certification Request for this project is included as Attachment A.

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.