Mississippi Department of
Information Technology Services

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

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

Notice of Intent to Certify Sole Source

To: Interested Parties

From: Craig P. Orgeron, Ph.D.

CC: Project Number 42256

Date: October 20, 2015

Re: Sole Source Certification Number 3838 for iManage Work Support and Maintenance for the Mississippi Division of Medicaid (DOM)

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 3838 for iManage Work Support and Maintenance for the Mississippi Division of Medicaid (DOM), please be advised that ITS intends to award the services to iManage, LLC as the sole source provider of iManage Work Support and Maintenance through July 30, 2018, in an amount not to exceed $206,940.40. 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:

   iManage Work provides a centralized digital storage/management of DOM documents. DOM has made a business decision to continue using iManage Work as a centralized digital storage solution for DOM documents. DOM has heavily invested in this product and changing would be cost-prohibitive. The iManage Work software is being renewed for support and maintenance only. 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:

   DOM uses iManage Work to store over 75 different document types that are divided into over 20 work types. The work types include: accounting, archive and history, beneficiary files, audit and recovery, contracts, financial reporting, human resources,

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legal, long term care, medical services, mental health, pharmacy, policy, procurement, program integrity, provider beneficiary relations, provider review, reimbursement, state plan, strategic planning, third party legal, and vouchers. The software support and maintenance provided by iManage includes software upgrades, fix patches and security patches and for renewals, is only available from the manufacturer. 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:

   iManage, LLC is the manufacturer and developer of iManage Work software. iManage is the sole source provider of support and maintenance renewals. The vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	10/20/15
Second Advertisement Date	10/27/15
Response Deadline From Objectors	11/3/15, at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 11/4/15

Project Details

iManage Work is a document management solution for all documents, emails and other communication streams that seamlessly integrates with Microsoft Office, Outlook and Lotus Notes. This product was originally purchased in 2006 through a competitive procurement. The product was originally called WorkSite and at the time of the competitive procurement, it was owned by Interwoven. Interwoven was purchased by Autonomy. Hewlett Packard (HP) subsequently purchased Autonomy. The iManage leadership team has completed a buyout from HP of the complete iManage business, including its brand, products and services. The State has made a business decision to continue the use of Worksite now called iManage Work software, rather than purchasing new licenses for similar document management software.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the iManage Work Support and 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 iManage, LLC.

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, November 3, 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. 3838-42256
Accepted until November 3, 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: iManage Worksite Software Support — **Stimulus (ARRA) Funds? Yes__ No X**

Customer Contact Information

Agency/Public University: MS Division of Medicaid **Address:** 550 High Street Jackson, MS 39201	**Contact Person:** Grant A. Banks **Phone:** 601-359-6153 **Fax:** n/a **Email Address:** Grant.Banks@medicaid.ms.gov
MAGIC Customer Number (only required from state agencies): 7000000183	**Division/Dept:** **Handmail:** ☐ Yes ☒ No

Project Summary ***Narrative Description of Project*** (include details of original acquisition if applicable): iManage Work is a document management solution for all documents, emails and other communication streams that seamlessly integrates with Microsoft Office, Outlook and Lotus Notes. This product was originally purchased in 2006 through a competitive procurement. The product was originally called WorkSite and at the time of the competitive procurement, it was owned by Interwoven. Interwoven was bought out by Autonomy. HP subsequently purchased Autonomy. The iManage leadership team has completed a buyout from Hewlett-Packard (HP) of the complete iManage business, including its brand, products and services. The State has made a business decision to continue purchasing support and maintenance on the existing software, rather than purchasing new licenses for similar software.

ITS Acquisition Approval (CP-1) should be effective through this date: 7/31/2018

Cost Estimates *Fiscal Year*	*Initial Costs*	*Ongoing Costs*	**Time Constraints** Item Needed by: 10/1/15 Funds Expire: n/a	**Anticipated Lifecycle of Products/System:** 3 years with the option to renew annually after
FY16		**$65,643.27**	**Discuss Funding** 50/50 Federal/State Split	
FY17		**$68,925.43**		
FY18		**$72,371.70**		
Total		**$206,940.40**		

Acquisition Details

Items Requested	Quantity	Description	Building Location(s)
Worksite Software Maintenance (Annual)	400	Worksite Business User Full Bundle	Sillers Building & ITS
Worksite Software Maintenance (Annual)	650	Worksite Business User Lite	Sillers Building & ITS
Worksite Software Maintenance (Annual)	2	Worksite Business Server	Sillers Building & ITS
Worksite Software Maintenance (Annual)	1	Worksite Communication Server	Sillers Building & ITS
Worksite Software Maintenance (Annual)	1	Worksite Mobility Server	Sillers Building & ITS
Worksite Software Maintenance (Annual)	1	IRM Server (>100 Users)	Sillers Building & ITS

Describe platform & infrastructure: software is hosted at DOM and co-located at ITS

Progress to Date:

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: DOM uses iManage Work to store over 75 different document types that are divided into over 20 work types. The work types include: accounting, archive and history, beneficiary files, audit and recovery, contracts, financial reporting, human resources, legal, long term care, medical services, mental health, pharmacy, policy, procurement, program integrity, provider beneficiary relations, provider review, reimbursement, state plan, strategic planning, third party legal, and vouchers. The software support and maintenance provided by iManage includes software upgrades, fix patches and security patches and for renewals, is only available from the manufacturer.

Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): iManage Work provides a centralized digital storage/management of DOM documents. DOM has made a business decision to continue using iManage Work as a centralized digital storage solution for DOM documents. DOM has heavily invested

Attachment A

in this product and changing would be cost-prohibitive. The iManage Work software is being renewed for support and maintenance only.
Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): iManage, LLC is the manufacturer and developer of iManage Work software. iManage is the sole source provider of support and maintenance renewals.
Explain why the amount to be expended for the services is reasonable: NA
Explain what your agency did to obtain the best possible price for the services: NA
Vendor's Certification of Sole Source attached: ☒ Yes ☐ No **Vendor's proposal submitted:** ☒ Yes ☐ No
MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued. **Place Order To** **Vendor Name:** iManage, LLC **Vendor Address:** 540 West Madison, Suite 2400 Chicago, Il 60601 **Remit To** **Vendor Name:** iManage, LLC **Vendor Address:** 540 West Madison, Suite 2400 Chicago, Il 60601

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.

Dr. David Dzielak, Executive Director
Name (Agency Head or Public University CIO)/Title

Signature 10/15/15
Date

Attachment B

iManage LLC
540 West Madison, Suite 2400
Chicago, IL 60661
www.imanage.com

Clint Crosier
Senior Counsel
clint.crosier@imanage.com

SEPTEMBER 18, 2015

Grant A. Banks
Network Specialist
HMS Division of Medicaid
Work Phone: (601) 359-6153
Grant.Banks@medicaid.ms.gov
Walter Sillers Building, Suite 1000
550 High Street
Jackson, MS 39201

RE: Sole Source Certification

Dear Grant,

I am the Senior Counsel of iManage LLC, a Delaware limited liability company ("iManage"), and I confirm that iManage is the only entity that can provide renewals of Support & Maintenance Services, in the United States, for iManage® Work.

Warm regards,

Clint Crosier
Senior Counsel

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.