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## Notice of Intent to Certify Sole Source

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**To:** Interested Parties

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

**CC:** ITS Project Number 41946

**Date:** March 22, 2016

**Re:** Sole Source Certification Number 3877 for TeamMate Software Licenses and Maintenance for the Mississippi Institutions of Higher Learning (IHL)

**Contact Name:** Jill Chastant

**Contact Phone Number:** 601-432-8214

**Contact E-mail Address:** Jill.Chastant@its.ms.gov

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### Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 3877 for TeamMate Software Licenses and Maintenance for the Mississippi Institutions of Higher Learning (IHL), please be advised that ITS intends to award the software purchase to Wolters Kluwer Financial Services, Inc., as the sole source provider of TeamMate Software Licenses and Maintenance through February 28, 2019, in an amount not to exceed \$74,462.05. 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:

**This product has been used by the IHL's internal audit personnel exclusively since the spring of 2013 for internal audit work, paper documentation and report writing. Internal audit has successfully implemented the product and has incorporated its use into their business processes. IHL has made a business decision to continue to use the current TeamMate Suite product. 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:

**The TeamMate Suite product is a Windows-based electronic audit management system. The product is specifically designed for internal audit work, paper documentation and report writing and is recognized as a leading product in the internal audit industry world-wide. Internal audit has successfully implemented**

**the product and has incorporated its use into their business processes. IHL has made a business decision to continue to use the current TeamMate Suite product. 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:

**Wolters Kluwer Financial Services, Inc. has full right to license the software package TeamMate. WKFS is the sole entity permitted to license TeamMate in the United States. The vendor's sole source certification letter is included as Attachment B.**

### **Schedule**

<b>Task</b>	<b>Date</b>
First Advertisement Date	03/22/16
Second Advertisement Date	03/29/16
Response Deadline From Objectors	04/05/16, at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 04/06/16

### **Project Details**

On December 12, 2012, the IHL entered into a Contract with Wolters Kluwer Financial Services, Inc. (WKFS) to provide their sole-source product TeamMate Suite, an electronic, Windows-based audit management system. WKFS has exclusive United States rights to distribute this product and service. The purchase consisted of the following modules: TeamRisk, TeamSchedule, TeamMate EWP, TeamMate TEC and TeamCentral. Thirty-five user licenses were purchased with accompanying annual support and maintenance fees. The Contract was executed for three years ending February 29, 2016. The product is utilized by the IHL System's Internal Audit departments across eight universities, UMMC and the IHL Executive Office. The product is self-hosted on IHL servers. IHL seeks TeamMate annual license support and maintenance for three years.

### **Submission Instructions and Format of Response from Objecting Parties**

Interested parties who have reason to believe that the TeamMate software licenses 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 Wolters Kluwer Financial Services, 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, April 5, 2016, at 3:00 p.m. (Central Time) to Jill Chastant at [Jill.Chastant@its.ms.gov](mailto:Jill.Chastant@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 Jill Chastant 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. 3877-41946  
Accepted until April 5, 2016 @ 3:00 p.m.,  
ATTENTION: Jill Chastant**

If you have any questions concerning the information above or if we can be of further assistance, please contact Jill Chastant at 601-432-8214 or via email at [Jill.Chastant@its.ms.gov](mailto:Jill.Chastant@its.ms.gov).

Attachment A: Customer Sole Source Certification Request  
Attachment B: Vendor Correspondence  
Attachment C: Sole Source Procurement Overview



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

## Sole Source Certification Request

<b>Project Title:</b> <b>TeamMate Software</b>		<b>Stimulus (ARRA) Funds?</b> <u>Yes</u> <u>No X</u>	
<b>Customer Contact Information</b>			
<b>Agency/Public University:</b> Mississippi Institutions of Higher Learning <b>Address:</b> 3825 Ridgewood Road, Jackson, MS 39211		<b>Contact Person:</b> Chris Halliwell <b>Phone:</b> 601-432-6561 <b>Fax:</b> 601-432-6990 <b>Email Address:</b> challiwell@mississippi.edu	
<b>MAGIC Customer Number</b> (only required from state agencies): 5000000004		<b>Division/Dept:</b> <b>Handmail:</b> X Yes <input type="checkbox"/> No	
<b>Project Summary</b> <i>Narrative Description of Project</i> (include details of original acquisition if applicable): On December 12, 2012, the IHL entered into a Contract with Wolters Kluwer Financial Services, Inc. (WKFS) to provide their sole-source product TeamMate Suite, an electronic, Windows-based audit management system. WKFS has exclusive United States rights to distribute this product and service. The purchase consisted of the following modules: TeamRisk, TeamSchedule, TeamMate EWP, TeamMate TEC and TeamCentral. Thirty-five user licenses were purchased with accompanying annual support and maintenance fees. The Contract was executed for three years ending February 29, 2016. The product is utilized by the IHL System's Internal Audit departments across eight universities, UMMC and the Executive Office. The product is self-hosted on IHL services. IHL seeks TeamMate annual license support and maintenance for three years.			
<b>ITS Acquisition Approval (CP-1) should be effective through this date</b> (Please allow time for all vendor invoices to be paid):			
<b>Cost Estimates</b> <i>Fiscal Year</i>	<i>Initial Costs</i>	<i>Ongoing Costs</i>	<b>Time Constraints</b> Item Needed by: 02/29/16 Funds Expire:
Maintenance Year 1		\$23,620.00	<b>Anticipated Lifecycle of Products/System</b> (i.e. estimated years of effective use): 3 years  <b>Discuss Funding</b> (e.g. how much of needed funding is definite; total project budget; any matching or other non-state funds) Funding for each annual period is dependent upon the State Legislative appropriation process. The IHL receives General Funds annually that can be used for this type of procurement.
Maintenance Year 2		\$24,801.00	
Maintenance Year 3		\$26,041.05	
<b>Total</b>		<b>\$74,462.05</b>	
<b>Acquisition Details</b>			
<b>Items Requested</b>	<b>Description</b>	<b>Location(s)</b>	
TeamMate User Maintenance and 35 licenses	Annual license, support and maintenance	Alcorn State University, Delta State University, Jackson State University, Mississippi State University, Mississippi University for Women, Mississippi Valley State University, University of Mississippi, University of Southern Mississippi, University of Mississippi Medical Center and IHL Executive Office	
<b>Describe platform &amp; infrastructure</b> (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). The TeamMate Suite product is self-hosted on IHL servers. The product is Windows-based with end-users located on all eight IHL institutions, UMMC and the IHL Executive Office.			
<b>Progress to Date:</b> What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? Project request submitted. Obtained quote from WKFS.			
<b>Sole Source Certification</b> Note: Certification must be renewed for each revision or continuation of previous Sole Source Approvals.			
<b>Specific business requirements to be met by the requested products or services:</b> The TeamMate Suite product is a Windows-based electronic audit management system. The product is specifically designed for internal audit work, paper documentation and report writing and is recognized as a leading product in the internal audit industry world-wide. Internal audit has successfully implemented the product and has incorporated its use into their business processes. IHL has made a business decision to continue to use the current TeamMate Suite product.			
<b>Explain why these products or services are the only ones that can meet your needs</b> (include unique features/special functionality): The TeamMate Suite product is patented and proprietary. This project has been used by the IHL's internal audit personnel exclusively since the spring of 2013 for internal audit work, paper documentation and report writing. The product was extremely well received by all of internal audit. If internal audit was forced to switch from this platform, it would represent an extreme			

hardship. Like most other software platforms, there is a demanding learning curve for all users. Conservatively, it took a couple of years upon installation for the end-users to become comfortable and proficient with the product. Internal audit has achieved a strong level of comfort with the product and IHL has made a business decision to stay with the current TeamMate Suite product.	
Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): Wolters Kluwer Financial Services, Inc. has full right to license the software package TeamMate. WKFS is the sole entity permitted to license TeamMate in the United States.	
Explain why the amount to be expended for the services is reasonable: N/A	
Explain what your agency did to obtain the best possible price for the services: N/A	
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
MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued.	
Place Order To Vendor Name: Wolters Kluwer Financial Services, Inc. Vendor Address: 33082 Collection Center Drive, Chicago, IL 60693-0330	Remit To Vendor Name: Wolters Kluwer Financial Services, Inc. Vendor Address: 33082 Collection Center Drive, Chicago, IL 60693-0330

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. Glenn Boyce – Commissioner of Higher Education  
Name (Agency Head or Public University CIO)/Title

Glenn Boyce 3/18/14  
Signature Date

Attachment B



3/7/16

MS Board of Trustees of State Institutions of Higher  
3825 Ridgewood Road  
Jackson, MS 39211  
USA

Customer Number: 100086939

Dear Chris:

This letter is to confirm that Wolters Kluwer Financial Services is the owner and has full right and title to license the software package TeamMate® and provide maintenance and support. In the United States, there are no resellers and WKFS is the sole entity permitted to license TeamMate®.

The TeamMate® Suite is a Windows-based electronic audit management system. The TeamMate® Suite consists of the following modules: TeamRisk, TeamSchedule, TeamMateEWP, TeamMateTEC, and TeamCentral. If you need any additional information or have any questions, please do not hesitate to contact me at 888.393.3690

Very truly yours,

*Joey Richardson*

Joey Richardson  
Client Relations Manager, TeamMate  
Wolters Kluwer Audit, Risk & Compliance

1-888-393-3690 Telephone  
[Joey.Richardson@WoltersKluwer.com](mailto:Joey.Richardson@WoltersKluwer.com)

## **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](http://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.