
Notice of Intent to Certify Sole Source

To: Interested Parties

From: Craig P. Orgeron, Ph.D.

CC: ITS Project Number 42588

Date: April 26, 2016

Re: Sole Source Certification Number 3896 for State-to-State (S2S) Verification Service enhancements for the Mississippi Department of Public Safety (MDPS)

Contact Name: Jill Chastant

Contact Phone Number: 601-432-8214

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

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 3896 for S2S Verification Service enhancements for the Mississippi Department of Public Safety (MDPS), please be advised that ITS intends to award the purchase of S2S Verification Service enhancements to American Association of Motor Vehicle Administrators (AAMVA) through May 31, 2017, as the sole source provider of S2S Verification Service enhancements. An enhancement of \$15,000.00 is needed now and future enhancements may be needed during the certification period. 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:

The American Association of Motor Vehicle Administrators (AAMVA) operates and maintains the S2S Verification Service for the MDPS and was procured as a sole source product in 2012. AAMVA designed, developed, installed and currently hosts the S2S Verification Service for the MDPS. The service was designed to provide driver license verification services to multiple states in a coalition under federal grant. No other service or software is currently available that would serve the same purpose or provide the same functionality to multiple states. 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:

A roadmap will be developed for the S2S Verification Service that will be used to improve highway safety, as well as provide verification between states of driver's license credentialing. 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:

There are no resellers of the S2S Verification Service. The Vendor's sole source certification letter is included as Attachment B.

4. If services, explain why the amount to be expended for the services is reasonable.

The amount is considered reasonable as the technical expertise required to support the development of the roadmap is very specialized and not easily obtainable. The hourly rate is contractually guaranteed as the rate of \$161.58 was negotiated in the original Contract in 2012.

5. If services, explain what the agency did to obtain the best possible price for the services.

Discussions with the Vendor ensured that the minimum amount of technical services would be offered with the lowest cost personnel best suited to provide remote services.

Schedule

| Task | Date |
|----------------------------------|-------------------------------------|
| First Advertisement Date | 04/19/16 |
| Second Advertisement Date | 04/26/16 |
| Response Deadline From Objectors | 05/04/16, at 3:00 P.M. Central Time |
| Notice of Award/No Award Posted | Not before 05/05/16 |

Project Details

Mississippi is the lead state for the Driver License/Identification Verification Systems (DIVS) Program, a cooperative effort involving more than thirty states. A project within DIVS is the development and pilot testing of an information system intended to be used by all US driver licensing agencies that will, among other things, allow states to prevent a person from holding more than one US-issued driver's license. This DIVS project is called the State-to-State Verification (S2S) Service. Although S2S was originally intended as a homeland security effort, the participating states soon realized that S2S could also serve as an effective highway safety tool, providing states with an improved ability to execute their driver control responsibilities. However, because of limitations imposed by the DHS grant that funded the scope of the DIVS program, DIVS has not been able to formally evaluate how S2S could be used to improve highway safety.

The Mississippi Department of Public Safety will be the lead state in a nationwide effort to enhance the interstate exchange of driver control information, making this exchange more effective, efficient and less costly which will create a means for more timely, accurate and complete records.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the State-to-State (S2S) Verification Service enhancements 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 American Association of Motor Vehicle Administrators (AAMVA).

- 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 Wednesday, May 04, 2016, at 3:00 p.m. (Central Time) to Jill Chastant at 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. 3896-42588
Accepted until May 04, 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.

- 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

| | | | |
|---|--------------------|--|--|
| Project Title: AAMVA S2S Hwy Safety Plan Assistance | | Stimulus (ARRA) Funds? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| Customer Contact Information | | | |
| Agency/Institution: MS Department of Public Safety (MS DPS) Address: 1900 East Woodrow Wilson Jackson MS 39216 | | Contact Person: David Ezell Phone: 601-977-3729 Fax: 601-977-3701 Email Address: dezell@dps.ms.gov | |
| MAGIC Customer Number (only required from state agencies): 7000000197 (DPS-Division of Safety Patrol) | | Division/Dept: MIS/CIC Handmail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Project Summary Narrative Description of Project (include details of original acquisition if applicable): The Mississippi Department of Public Safety will be the lead state in a nationwide effort to enhance the interstate exchange of driver control information, making this exchange more effective, efficient and less costly which will create a means for more timely, accurate and complete records. Provide technical support to MDPS PMO in compiling a roadmap for the use of S2S to improve highway safety. | | | |
| ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid): December 31, 2016 | | | |
| Cost Estimates <i>Fiscal Year</i> | Costs | Time Constraints Item Needed by: ASAP Funds Expire: 09/30/16 | Anticipated Lifecycle of Products/System (i.e. estimated years of effective use): 3 years |
| 2016 | \$15,000.00 | Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non-state funds) All funding is definite and will be from ITS funds. | |
| 2017 | | | |
| 2018 | | | |
| Total | \$15,000.00 | | |
| Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non-state funds) 100% of funding is coming from federal sources; funding is currently available. | | | |
| Acquisition Details | | | |
| Items Requested | Quantity | Description | Location(s) |
| Roadmap compilation support | 1 | Provide support | MDPS |
| Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). Proposed study will occur in the context of existing IT infrastructure. Project does not involve additional platform or infrastructure. | | | |
| Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? Initial project parameters were discussed and established. Federal funding for project was secured and accepted by DPS. | | | |
| 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: A roadmap will be developed for the S2S Verification Service that will be used to improve highway safety, as well as provide verification between states of driver's license credentialing. | | | |
| Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): The American Association of Motor Vehicle Administrators (AAMVA) operates and maintains the S2S Verification Service for the MDPS and was procured as a sole source product in 2012. AAMVA designed, developed, installed and currently hosts the S2S Verification Service for the MDPS. The service was designed to provide driver license verification services to multiple states in a coalition under federal grant. No other service or software is currently available that would serve the same purpose or provide the same functionality to multiple states. | | | |
| Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): AAMVA designed, developed, installed and currently hosts the S2S Verification Service for the MDPS. There are no resellers of the S2S Verification Service. | | | |
| Explain why the amount to be expended for the services is reasonable: The amount is considered reasonable as the technical expertise required to support the development of the roadmap is very specialized and not easily obtainable. The hourly rate is contractually guaranteed as the rate was negotiated in the original 2012 Contract. | | | |

Explain what your agency did to obtain the best possible price for the services:

Discussions with the Vendor ensured that the minimum amount of technical services would be offered with the lowest cost personnel best suited to provide remote services.

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: AAMVA

Vendor Address: 44401 Wilson Blvd, Suite 700 Arlington, VA 22203

Remit To

Vendor Name: AAMVA

Vendor Address: 4301 Wilson Blvd, Suite 400
Arlington, VA 22203

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.

Albert Santa Cruz/Comm.
Name (Agency Head or Public University CIO)/Title

[Signature] 4/22/16
Signature Date

| | | |
|--------------------|--------------------|-----------------------|
| COMMISSIONER: | <u>[Signature]</u> | DATE: <u>4/22/16</u> |
| LEGAL OFFICE: | <u>[Signature]</u> | DATE: <u>4/22/16</u> |
| COMPTROLLER: | <u>[Signature]</u> | DATE: <u>04/20/16</u> |
| ADMIN. OPERATIONS: | <u>[Signature]</u> | DATE: <u>4/22/16</u> |



American Association of
Motor Vehicle Administrators

**safe drivers
safe vehicles
secure identities
saving lives!**

April 6, 2016

To Whom It May Concern:

This letter has been written to confirm that the American Association of Motor Vehicle Administrators (AAMVA), as current sole source contractor under Mississippi Project Number 38394, operates and maintains the State-to-State Verification Service for the Mississippi Department of Public Safety (MS DPS) and this service is operated as a sole source product. The database and software for the S2S Verification Service was developed by AAMVA for MS DPS exclusively for this purpose.

Under this contract, AAMVA designed, developed, installed, and currently hosts this service for MS DPS. In connection with this hosting, AAMVA is charged with the exclusive provision and maintenance of all hardware and software reasonably necessary to operate and maintain the S2S Service, including any software modifications deemed necessary during its operation.

This service was designed to provide verification services to multiple states in a coalition under federal grant, not just to MS DPS. AAMVA warrants that no other service or software is currently available that would serve the same purpose or provide the same functionality to multiple states. In addition AAMVA also warrants there are no resellers of the State-to State Verification system.

If you require additional information, please contact me, at 703-908-8289 or by email at pguiot@aamva.org.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Guiot'.

Philippe Guiot
Chief Information Officer

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

Attachment C: Sole Source Procurement Overview

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. 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.