BOARD MEETING MINUTES

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

February 15, 2018

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 Thursday, February 15, 2018, at 11:00 a.m. for the regularly scheduled monthly meeting.

Members Present:

    Rodney Pearson, Chairman

    J. Keith Van Camp, Vice-Chairman

    Alan Lange

    June Songy

    Thomas A. Wicker

Legislative Advisors Present:

    Representative Gary V. Staples

    Senator Sampson Jackson, II

Staff Members Present:

    Craig Orgeron, ITS Executive Director

    Michele Blocker, ITS Chief Administrative Officer

    Roger Graves, ITS Chief Operations Officer

    Lynn Ainsworth, Information Systems Services (ISS) Division Director

    Steven Walker, Telecom Services Division Director

    David Johnson, Internal Services Division Director

Jay White, Information Security Division Director

Laura Pentecost, Data Services Division Director

Billy Rials, Enterprise Architect

Donna Nead Rogers, Special Assistant Attorney General

Jay Woods, Special Assistant Attorney General

Tina Wilkins, Procurement Process Specialist

Michelle Smith, Procurement Process Specialist

Renee Murray, Program & Contract Management Team Leader

Jill Chastant, ISS Technology Consultant

Jamekia Hilliard, ISS Technology Consultant

Chris Grimmer, ISS Technology Consultant

Paula Conn, ISS Technology Consultant

Khelli Reed, ISS Technology Consultant

Jordan Barber, ISS Technology Consultant

Jerry Guillory, Data Services Division

Brian Norwood, Telecomm Services Division

Lisa Kuyrkendall, Telecomm Services Division

Leslie Swilley, Internal Services Division

Caren Brister, Strategic Communications

Katie White, Strategic Communications

Gary LeBlanc, Data Services Division

Bruce Lightsey, Data Services Division

Mike Lang, Data Services Division

Mary Wellman, Data Services Division

Others Present:

David Pitcock, Mississippi Department of Finance and Administration

Michael Gonzalez, Mississippi Department of Finance and Administration

LeKisha Evans, Jackson State University

Deborah Dent, Jackson State University

Edward Watson, Jackson State University

Krista LeBrun, Mississippi Community College Board

Jason Carter, Mississippi Community College Board

Denise Jones, Mississippi Department of Mental Health

Rita Rutland, Mississippi Division of Medicaid

Sheila Kearney, Mississippi Division of Medicaid

Aleeta Massey, Mississippi Division of Medicaid

Michael McRae, Mississippi Department of Wildlife, Fisheries, and Parks

Jason Thompson, Mississippi Department of Wildlife, Fisheries, and Parks

Jennifer Head, Mississippi Department of Wildlife, Fisheries, and Parks

Curtis Thornhill, Mississippi Department of Wildlife, Fisheries, and Parks

Michael Bolden, Mississippi Department of Wildlife, Fisheries, and Parks

Lisa Vaughan, Mississippi Department of Environmental Quality

Melanie Green, Mississippi Department of Environmental Quality

Ben Cohen, Mississippi Department of Transportation

Bo Dickerson, Mississippi Department of Transportation

Christy Berry, Mississippi Department of Transportation

Rob McClure, AT&T

Scott Cook, AT&T

Jennifer Hinman, CSpire

Brian Caraway, CSpire

Brad Barker, Dell EMC

Chris Salmon, Dell EMC

Brad Stroup, Dell EMC

Karen Newman, The Clay Firm

Evelyn Johnson, Capitol Resources

Kristen Hinton, Cisco

Steve Galassini, First Data Government Solutions

David Natelson, First Data Government Solutions

Mary Tucker, BCI

Blake Jeter, Cambria

Gayle Lowery, Cambria

Mark Hollingsead, Ciber

Scott Sims, Iliad Group

Lucien Smith, Balch & Bingham LLP

Jay Demas, Microsoft

Ryan Allen, Venture

Gary Hennington, The Geospatial Group

Dwight Manning, OpenEdge

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Rodney Pearson called the meeting to order and asked guests to introduce themselves.

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Agenda Item No. 1:   Rodney Pearson directed the Board's attention to the first agenda item,

approval of the minutes from the ITS Board Meeting on January 18, 2018.

On motion by Tom Wicker and second by Alan Lange that the minutes of the meeting on January

18, 2018 be approved as written:

Motion carried; unanimously.

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Agenda Item No. 2: Michelle Smith, David Pitcock, and Michael Gonzalez, MAGIC BASIS Team Leader, presented an overview and request to issue RFP No. 4067-44039 for the acquisition of hardware and continuation of software maintenance for the MAGIC SAP environment for **MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION** (DFA). The staffs of ITS and DFA jointly request approval to advertise and publish RFP No. 4067-44039 for the acquisition of hardware and continuation of software maintenance for the MAGIC SAP environment.

On motion by Alan Lange and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 3: Jamekia Hilliard, LeKisha Evans, Senior Business Manager, and Dr. Deborah Dent, Chief Information Officer, presented Project Number 44077, requesting approval of an exemption for **JACKSON STATE UNIVERSITY** (JSU) to request proposals for the acquisition of hosting and application management services for the Banner Enterprise Resource Planning System. The staffs of ITS and JSU jointly recommend approval of the exemption request at a total estimated 5-year lifecycle cost of $7,500,000.00. JSU will solicit proposals in accordance with all statutory requirements for such acquisitions.

On motion by Tom Wicker and second by Keith Van Camp that the staff recommendation be approved, along with direction to the ITS staff to send correspondence to the Mississippi Institutions of Higher Learning (IHL) urging their consideration of shared procurements, contracts, and platforms by public universities to maximize savings:

Motion carried; unanimously.

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Agenda Item No. 4: Jill Chastant, Jason Carter, and Dr. Krista LeBrun, Assistant Executive

Director for eLearning & Instructional Technology, presented the recommendation for RFP No. 3692-43718 for the continuation of the Agreement with Instructure, Inc. for Learning Management System support services for faculty and students for the **MISSISSIPPI COMMUNITY COLLEGE BOARD** (MCCB). The staffs of ITS and MCCB jointly recommend approval of the continuation of this Agreement with Instructure, Inc. through June 30, 2023, in an amount not to exceed $6,123,888.97 for Learning Management System support for faculty and students. With this continuation, the revised total not-to-exceed lifecycle cost of this project is $11,778,780.17.

On motion by June Songy and second by Alan Lange that the staff recommendations be approved:

Motion carried; unanimously.

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Agenda Item No. 5: Paula Conn and Denise Jones, Chief Information Officer, presented the recommendation for Project Number 44181 for the continuation of the Agreement with XPIO Health LLC for a CRM developer for the **MISSISSIPPI DEPARTMENT OF MENTAL HEALTH** (MDMH). The staffs of ITS and MDMH jointly recommend approval of the continuation of this Agreement with XPIO Health LLC through March 31, 2019, in an amount not to exceed $364,000.00 for a CRM developer. With this continuation, the revised total not-to-exceed lifecycle cost of this project is $1,092,000.00.

On motion by Keith Van Camp and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 6: Chris Grimmer, Jason Thompson, Director of License/Boat Registration, and Michael McRae, Director of Information Technology, presented the recommendation for RFP Numbers 3492-44103 and 3493-44103 for the continuation of and increase to the Agreements with RA Outdoors, LLC d/b/a Aspira (formerly Active Network, LLC) for the Hunt/Fish Point-of-

Sale application and Park Reservation System for the **MISSISSIPPI DEPARTMENT OF WILDLIFE, FISHERIES, AND PARKS** (MDWFP). The staffs of ITS and MDWFP jointly recommend approval of the continuation of and increase to these Agreements with RA Outdoors, LLC d/b/a Aspira through March 31, 2019, in an amount not to exceed $1,888,775.25 for transaction fees for the Hunt/Fish Point-of-Sale Application and Park Reservation System. With this continuation, the revised total not-to-exceed lifecycle cost of these projects is $14,278,925.50. On motion by Tom Wicker and second by Keith Van Camp that the staff recommendations be approved:

Motion carried; unanimously.

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Agenda Item No. 7:   Khelli Reed and Rita Rutland, OIT Deputy Administrator, presented the evaluation and recommendation of proposals received in response to RFP No. 3835-41734 for the acquisition of Project Management Office (PMO) services the Medicaid Enterprise Solution (MES) replacement project for the **MISSISSIPPI DEPARTMENT OF MEDICAID** (DOM). The staffs of ITS and DOM jointly recommend the selection of Cambria Solutions as lowest and best vendor responding to RFP No. 3835, to provide Project Management Office services for the implementation of the new MES system at a 5-year total lifecycle cost of $11,762,028.39.

On motion by Tom Wicker and second by Alan Lange that the staff recommendations be approved:

Motion carried; unanimously.

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Agenda Item No. 8:   Jamekia Hilliard, Lisa Vaughan, Chief Information Officer, Office of Information Technology, and Melanie Green, Finance Director of the Office of Restoration, presented the recommendation for Project Number 44059 for the acquisition of GIS development and application support services for the **MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY** (MDEQ). The staffs of ITS and DEQ jointly recommend the selection of Information

Management Systems, Inc. to provide GIS development and application support services through December 31, 2018, at a total not-to-exceed cost of $197,540.00.

On motion by Keith Van Camp and second by Tom Wicker that the staff recommendations be approved:

Motion carried; unanimously.

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Agenda Item No. 9:   Jordan Barber, Christy Berry, and Ben Cohen, CIO, presented the recommendation for Project Number 44080 for the continuation of and increase to the Agreement with Clearview Digital Conversions, Inc. for scanning services for the **MISSISSIPPI DEPARTMENT OF TRANSPORTATION** (MDOT). The staffs of ITS and MDOT   jointly recommend approval of the continuation of and increase to the Agreement with Clearview Digital Conversions, Inc. through June 30, 2020, in an amount not to exceed $245,373.25 for scanning services. With this continuation, the revised total not-to-exceed lifecycle cost of this project is $744,636.55.

On motion by Alan Lange and second by Tom Wicker that the staff recommendations be approved:

Motion carried; unanimously.

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The Board acknowledged Agenda Item No. 10 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

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The Board acknowledged Agenda Item No. 11 regarding verification of a quorum for the next ITS Board Meeting scheduled for Thursday, March 22, 2018.

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On motion by Alan Lange and second by Keith Van Camp that the following per diem and expenses be approved:

Rodney Pearson - per diem and expenses for 1 day;

Board Meeting, February 15, 2018.

June Songy - per diem and expenses for 1 day;

Board Meeting, February 15, 2018.

Keith Van Camp - per diem and expenses for 1 day;

Board Meeting, February 15, 2018.

Tom Wicker - per diem and expenses for 1 day;

Board Meeting, February 15, 2018.

Motion carried; unanimously.

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The Mississippi Department of Information Technology Services Board reconvened in Conference Room 106 of the ITS Office Building, 3771 Eastwood Drive, Jackson, Mississippi 39211, on Thursday, February 15, 2018, immediately following the regularly scheduled monthly meeting.

Members Present:

Rodney Pearson, Chairman

J. Keith Van Camp, Vice-Chairman

June Songy

Thomas A. Wicker

Alan Lange

Legislative Advisors Not Present:

Senator Sampson Jackson, II

Representative Gary V. Staples

Staff Members Present:

       Craig Orgeron, ITS Executive Director

       Michele Blocker, ITS Chief Administrative Officer

       Roger Graves, ITS Chief Operations Officer

       Lynn Ainsworth, Information Systems Services (ISS) Division Director

       David Johnson, Internal Services Division Director

       Jay White, Information Security Division Director

       Steven Walker, Telecom Services Division Director

       Laura Pentecost, Data Services Division Director
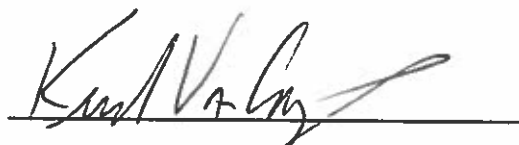
       Billy Rials, Enterprise Architect

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Rodney Pearson called the meeting to order and directed the Board's attention to the topic of the meeting, a Planning Session.

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There being no further business, the meeting was adjourned by Rodney Pearson.

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Rodney Pearson, Chairman   Keith Van Camp, Vice-Chairman

       February 15, 2018