

**BOARD MEETING MINUTES**

**MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES**

April 21, 2022

The Mississippi Department of Information Technology Services Board met in the Board Room of the ITS Office Building, 3771 Eastwood Drive, Jackson, Mississippi 39211 and via livestream, on Thursday, April 21, 2022, at 11:00 a.m. for the regularly scheduled April monthly meeting.

Members Present:

Keith Van Camp, Chair

Bill Cook, Vice-Chair

Mark Henderson

Thomas A. Wicker

Christa Alexander

Legislative Advisors Present:

Chairman Scott DeLano, Technology Committee, MS State Senate

Legislative Advisors Not Present

Representative Kent McCarty, MS House of Representatives

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Keith Van Camp called the meeting to order and asked guests to introduce themselves.

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Agenda Item No. 1: Keith Van Camp directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on March 17, 2022.

On motion by Tom Wicker and second by Christa Alexander that the minutes of the meeting on March 17, 2022, be approved as written:

Motion carried; unanimously.

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Agenda Item No. 2: Debbie Parker, Michael Pantin, Chief Information Officer, and Charlie Case, Project Manager, presented the recommendation for Project No. 47087, submitted under the ITS Planned Purchases Procedure for the acquisition of DocuSign eSignature Enterprise Pro Licenses and Premier Support for the **MISSISSIPPI DEPARTMENT OF CHILD PROTECTIVE SERVICES (MDCPS)**. The staffs of ITS and MDCPS jointly recommended approval of the Planned Purchase request to purchase DocuSign eSignature Enterprise Pro Licenses and Premier Support from Insight Public Sector, Inc. at a total 2-year life cycle cost of \$1,516,677.87 using the NASPO Software Value-Added Reseller Cooperative.

On motion by Bill Cook and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 3: Wesley Wright, Steve Parrott, Chief Information Officer, Jenni Crenshaw, Chief Technology Transformation Officer, Jason Tiffin, Director, Enterprise Information Systems, and Randy Loper, Head of the Extension Center for Tech Outreach, presented the recommendation for Project 47058-3692 for the continuation of and increase to the Agreement with Instructure Inc. for the Canvas Learning Management System and support for **MISSISSIPPI STATE UNIVERSITY (MSU)** including Mississippi State Extension. The staffs of ITS and MSU jointly recommended approval of the continuation of and increase to the Agreement with Instructure Inc. through June 30, 2026, in an amount not-to-exceed \$1,735,408.64 for the Canvas Learning Management System and support. With this continuation, the revised total not-to-exceed lifecycle cost of this project is \$2,859,753.39.

On Motion by Bill Cook and second by Christa Alexander that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 4: Alec Shedd, Dorthy Young, Child Health Data, Operations, and Research Officer, Jim Craig, Senior Deputy Director of Health Protection, and Melissa Parker, Director of the Office of Licensure, presented the recommendation for Project No. 47059-3460 for the continuation of and increase to the Agreement with Automation Designs and Solutions, Inc. for the fingerprint/background check system for the **MISSISSIPPI STATE DEPARTMENT OF HEALTH (MSDH)**. The staffs of ITS and MSDH jointly recommended approval of the continuation of and increase to the Agreement with Automation Designs and Solutions, Inc. through April 30, 2023, in an amount not to exceed \$800,000.00 for the fingerprint/background check system. With this continuation, the revised total not-to-exceed lifecycle cost of this project is \$4,760,596.00.

On motion by Bill Cook and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 5: LaTonya Kirkland, Clay Johnston, MIS Director, presented the recommendation for Project Number 47006-3776 for the continuation and increase to the Agreement with TCSware, Inc. for the purchase of Automated License Plate Reader (ALPR) extended warranty and maintenance for **MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (MDPS)**, including the Mississippi Office of Homeland Security (MOHS) and Mississippi Highway Patrol (MHP). The staffs of ITS and DPS jointly recommended approval of the continuation of and increase to the Agreement with TCSware Inc. through June 30, 2025, in an amount not to exceed \$450,000.00 for the purchase of Automated License Plate Reader extended warranty and

maintenance. With this increase, the revised total not-to-exceed lifecycle cost of this project is \$2,286,131.00.

On motion by Tom Wicker and second by Mark Henderson to table this agenda item for the next ITS Board Meeting which will be held on Thursday, May 19, 2022 to obtain more information:

Motion carried; unanimously.

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Agenda Item No. 6: Evan Thiemann, Mark Allen, Chief Information Officer, Claire Graves, Organizational Ombudsman, and Rob Berry, Operations Director, presented the recommendation for Project Number 47110-3884 for an increase to the Agreement with Conduent State and Local Solutions, Inc. for the facilitation of Pandemic Electronic Benefit Transfer (P-EBT) services for **MISSISSIPPI DEPARTMENT OF HUMAN SERVICES (MDHS)**, Economic Assistance Eligibility. The staffs of ITS and DHS jointly recommended approval of the increase to the Agreement with Conduent State and Local Solutions, Inc. through February 1, 2023, in an amount not to exceed \$9,483,793.79 for the facilitation of P-EBT services. With this increase, the revised total not-to-exceed lifecycle cost of this project is \$25,348,430.47.

On motion by Mark Henderson and second by Bill Cook that the staff recommendation be approved:

Motion carried; unanimously.

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The Board acknowledged Agenda Item No. 7 regarding the Information Confidentially Officer Report.

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The Board acknowledged Agenda Item No. 8 regarding the summary of equipment, software and

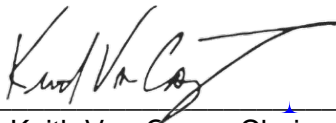
services, exemptions and sole source procurements approved by the ITS Executive Director.

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The Board discussed verification of quorum for next ITS Board Meeting scheduled for Thursday, May 19, 2022.

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There being no further business, the meeting was adjourned by Keith Van Camp.



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Keith Van Camp, Chair



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Bill Cook, Vice-Chair