

**Sole Source Certification 3120001200**  
**Periscope for MS Dept. of Finance & Administration**

**Introduction**

The Department of Finance and Administration (DFA) is responsible for maintaining the Mississippi Accountability System for Government Information and Collaboration (MAGIC) system. MAGIC is used by all state agencies for their financial, grants management, logistics, and related reporting needs.

The National Institute of Governmental Purchasing, Inc. (NIGP) establishes a list of commodity and services codes to describe and identify items. The coding structure provides a standardized way to bring order and consistency to improve processing. The codes are 3-digits (highest level of description) or 5-digits (detailed description). NIGP is in partnership with Periscope to provide the codes to all levels of governmental entities.

The codes are used on all State agencies MAGIC logistic documents (shopping carts, purchase orders, RFx, etc.) and mapped to General Ledger (GL) accounts within MAGIC.

**Sole Source Certification**

Prudent to section 3-206 of the [Public Services Contract Review Board \(PSCRB\) Rules and Regulations \(effective 7/1/16\)](#), DFA is issuing a publication to certify the sole-source purchase of a four (4) year agreement with Periscope to provide the State the necessary product categories.

PSCRB regulations require that the certification be published on the [Mississippi Contract / Procurement Opportunity Search Portal](#) website for at least fourteen (14) consecutive days.

The advertisement dates for this certification are:

Wednesday, July 19, 2017 through Wednesday, August 2, 2017

Also, PSCRB regulations requires the following information be included in the publication. DFA's response to the required information is listed below each item.

**(a) The personal or professional service offered in the contract.**

The National Institute of Governmental Purchasing, Inc. (NIGP) establishes a list of commodity and services codes to describe and identify items. The coding structure provides a standardized way to bring order and consistency to improve processing. The codes are 3-digits (highest level of description) or 5-digits (detailed description). NIGP is in partnership with Periscope to provide the codes to all levels of governmental entities.

Periscope will provide Mississippi access to the necessary product categories for goods and services to be used in MAGIC. The product codes will be used by all State agencies. Agencies put the codes on all MAGIC logistic documents (shopping carts, purchase orders, RFx, etc.) to identify the items that are being purchased. The codes are also mapped to the MAGIC General Ledger (GL) accounts. Using the codes, allows Mississippi to be part of the standard structure that is used by more than 1,000 governmental entities across all levels of government.

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(b) An explanation of why the personal or professional service is the only one that can meet the needs of the agency.

The Periscope subscription will allow DFA to know the national product categories that are to be used in MAGIC. The NIGP Code is a copyrighted offering owned by the National Institute of Governmental Purchasing, Inc and Periscope is the exclusive custodian and marketing entity of NIGP. The subscription will help ensure that this function of MAGIC continues to meet the needs for all State agencies. A copy of Periscope's sole source letter is attached as Exhibit A.

(c) An explanation of why the source is the only person or entity that can provide the required personal or professional service.

The product categories are established by the National Institute of Governmental Purchasing (NIGP) that are assigned to products. NIGP Code is a copyrighted offering owned by NIGP. Periscope has an exclusive relationship with NIGP to provide over 1,000 governmental entities including states, counties, cities, school systems, and others this service. The product categories can only be received from Periscope directly, and there are no resellers. A copy of Periscope's sole source letter is attached as Exhibit A.

(d) An explanation of why the amount to be expended for the personal or professional service is reasonable.

Periscope has provided the State with over seven thousand (7,000) individual product codes with new codes added as needed. Due to the number of product categories that are available, DFA believes that the amount to be extended is reasonable to ensure that the State continues to use the same codes as many other national procurement entities.

(e) The efforts that the agency made to obtain the best possible price for the personal or professional service.

DFA received a four (4) year quote for the service. The quote is attached as Exhibit B. DFA has worked with Periscope to ensure that amount was only increased by \$25.00 annually.

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(f) Instructions for filing objections pursuant to Section 3-206.05 (Objection to Sole-Source Determination) with current contract information for the agency that is published the proposed sole-source contract and the PSCRB.

**3-206.05 (Objection to Sole-Source Determination)**

If any person or entity objects and proposes that the personal or professional service published in accordance with Section 3-206.04 (Publication) is not a sole-source service and that the service can be provided by another person or entity, the objecting person or entity shall notify the agency that published the proposed sole-source contract and the PSCRB in writing with a detailed explanation of why the personal or professional service is not a sole-source service. The objection must be submitted to the agency within seven (7) calendar days of the date of the last publication under Section 3-206.04.

Entity	Name	Phone	Email Address
DFA	David Pitcock	601-359-4060	<a href="mailto:david.pitcock@dfa.ms.gov">david.pitcock@dfa.ms.gov</a>
PSCRB	Darrell Robinson	601-359-6580	<a href="mailto:darrell.robinson@mspb.ms.gov">darrell.robinson@mspb.ms.gov</a>

The deadline for filing an objection is **5:00 PM CST Wednesday, August 9, 2017.** **DFA AND PSCRB WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OR RESPONSES.** It is solely the responsibility of the interested Parties that responses reach DFA and PSCRB on time. Interested Parties may contact David Pitcock to verify the receipt of their responses. Responses received after the deadline will be rejected.



March 23, 2017

Mississippi, State of

**Re: Periscope & the NIGP Commodity/Services Code**

In partnership with the National Institute of Governmental Purchasing, Periscope Holdings, Inc. (Periscope) is the exclusive custodian and marketing entity of the NIGP Commodity/Services Code (Code). The NIGP Code is a copyrighted offering owned by the National Institute of Governmental Purchasing, Inc. (NIGP). NIGP and Periscope's long standing relationship has provided support and advancement of the NIGP Code for the public procurement profession for over a decade. Currently, the NIGP Code is used by over 1000 governmental entities spanning states, counties, cities, school systems, special authorities, and higher education institutions.

NIGP, is a membership-based non-profit organization that provides support to North American professionals in public sector purchasing. Organized in 1944, the Institute is an educational and technical organization of public purchasing agencies, comprised of 77 affiliate chapters and one student chapter, and more than 2,600 agency members representing federal, state, provincial and local government levels, school districts and utility districts throughout the United States and Canada. These agencies represent over 15,000 individuals serving the public procurement community.

Periscope is proud to be entrusted by NIGP as the sole custodian of the NIGP Commodity and Services Code.

Sincerely,

A handwritten signature in black ink, appearing to read "Jean Clark". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jean Clark  
President, NIGP Code & Consulting Services

**Periscope Intermediate Corporation**

816 Congress  
Suite 1400  
Austin, TX 78701  
Ph: 512-377-6080

**Sales Quote**

Quote # : SQ-014  
Quote Date : 03/23/2017  
Valid up to : 03/23/2017

**Quoted to :**  
**Mississippi, State of**  
**Attn: State of Mississippi**  
Dept- of Finance & Administration  
PO Box 267  
Jackson, MS 39205  
United States

**Ship to :**  
**Mississippi, State of**  
**Attn: State of Mississippi**  
Dept- of Finance & Administration  
PO Box 267  
Jackson, MS 39205  
United States

Item	Description	Unit	Quantity	Unit Price	Amount
P-001	NIGP 11-Digit Commodity Code Site License - For the period of October 1, 2017 to September 30, 2018	EA	1	\$17445.39	\$17,445.39
P-001	NIGP Code Maintenance - For the period of October 1, 2017 to September 30, 2018	EA	1	\$850.00	\$850.00
P-001	NIGP 11-Digit Commodity Code Site License - For the period of October 1, 2018 to September 30, 2019	EA	1	\$17445.39	\$17,445.39
P-001	NIGP Code Maintenance - For the period of October 1, 2018 to September 30, 2019	EA	1	\$850.00	\$850.00
P-001	NIGP 11-Digit Commodity Code Site License - For the period of October 1, 2019 to September 30, 2020	EA	1	\$17445.39	\$17,445.39
P-001	NIGP Code Maintenance - For the period of October 1, 2019 to September 30, 2020	EA	1	\$850.00	\$850.00
P-001	NIGP 11-Digit Commodity Code Site License - For the period of October 1, 2020 to September 30, 2021	EA	1	\$17445.39	\$17,445.39
P-001	NIGP Code Maintenance - For the period of October 1, 2020 to September 30, 2021	EA	1	\$850.00	\$850.00
				<b>SUBTOTAL</b>	<b>\$73,181.56</b>
				<b>TOTAL</b>	<b>\$73,181.56</b>