

Instructions for Use Memorandum

To: ITS Customers Requesting the Public Safety Video and Communications (PSVC) Express Product List (EPL) 4599

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

Date: September 30, 2024

Re: Instructions for Use: PSVC EPL 4599

1. Introduction

- 1.1 The Public Safety Video and Communications (PSVC) EPL provides a flexible procurement mechanism for the acquisition of cameras, radios, and other equipment for the purposes of enhancing public safety services.
- 1.2 In February 2024, ITS published RFP #4599 to establish the PSVC EPL. ITS EPLs are multi-vendor awards that meet Mississippi requirements for legal purchases. Procurements made in accordance with this Instructions For Use Memorandum meet all Mississippi purchasing laws and requirements.

2. Scope of the PSVC EPL

- 2.1 The EPL covers the following categories:
 - 2.1.1 Body Worn Cameras
 - 2.1.2 Dashboard Cameras
 - 2.1.3 License Plate Readers
 - 2.1.4 Two-Way Radio Systems
 - 2.1.5 Surveillance Units
 - 2.1.6 Software, Equipment and related Support Services

3. Below are important links you may need when using this EPL

EPL Main Page	ITS > Procurement > Express Products List
PSVC EPL Page	Public Safety Video & Communication Systems EPL 4599 Mississippi Department of Information Technology Services
Procurement Handbook	ITS > Procurement > ITS Procurement Handbook

RFP 4599	ITS > Procurement > RFPs and Sole Sources > RFPs and Sole Sources Advertised (Enter "4599" in the search box)
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- 3.1 ITS houses the following information on the PSVC EPL Web Page (see table of links)
 - 3.1.1 A list of approved vendors for each category, including the contact information for each vendor.
 - 3.1.2 This "Instructions for Use" memorandum, PSVC Solicitation Templates, and Additional Solicitation Considerations.
- 3.2 This EPL is governed under Procurement Instruments: Express Products Lists (EPLs) in the ITS Procurement Handbook (Chapter 011-030). The EPL is not to be confused with state contracts issued by Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management (DFA-OPTFM).

4. **Leveraging State Technology Resources**

- 4.1 ITS statute, House Bill 1450, Section 3. Section 25-53-5, Mississippi Code of 1972 Amended, article (t) requires that ITS, manage one or more State Data Centers to provide information technology services on a cost-sharing basis to all State agencies. This is done in an effort to promote consolidation and cooperation in the acquisition of technology infrastructure for State government and that ITS acquires and operates the information technology necessary to provide services to the State agencies in a manner that maximizes efficiency and economy. Budgetary constraints require us to assess how we do business and to consider Mississippi State government as one enterprise, and where possible, build a technology infrastructure once, to be used by many.
- 4.2 Customers are encouraged to explore existing State resources, including those available at the State Data Center, in an effort to effectively share resources and leverage the State's investments in technology.
- 4.3 Customers may use off-site backup but are encouraged to consider the benefits of the ITS Data Center that offers storage and is staffed 24 x 7 x 365 days a year.
- 4.4 Prior to purchasing high-end storage items, customers are highly encouraged to consider off-site backup solutions as well as storage opportunities offered by ITS.
- 4.5 ITS reserves the right to limit the use of this EPL to our customers, particularly agencies, due to legislation or to ensure more effective use of the State Data Center.

5. **EPL Effective Dates**

This EPL will be valid from the signature date of this memo through February 28, 2027.

6. **Who May Use**

- 6.1 This EPL may be used by Mississippi agencies, universities, community/junior colleges and governing authorities (cities, counties, school districts, etc.).
- 6.2 Any entity using this EPL must abide by the instructions in this memorandum even if that entity is not under ITS purview.

- 6.3 Local governmental entities are able to use the EPL in lieu of conducting their own procurements, based on MS Code 31-7-13(m)(xi) that allows 'governing authorities' to do so as an exception to the bidding requirements found in Public Purchasing Code.

7. **Dollar Limitations of Use**

- 7.1 The purchase limit is \$250,000 per project per fiscal year (July – June) for the use of this EPL without additional approval from ITS.
- 7.2 For K-12 Schools, the dollar limitation is interpreted by ITS to be \$250,000 per project per school or campus per fiscal year with a maximum dollar limitation of \$1,000,000 per school district per fiscal year for a project that spans multiple schools within the district.
- 7.3 Projects costing in excess of the defined purchase limit are beyond the scope of this delegated process and subject to full ITS review and authorization. Authorization to exceed the EPL dollar limitation is described in the ITS Procurement Handbook under the EPL Planned Purchase process, Chapter 013-080.
- 7.4 When a project requires WCC approval, that approval should be obtained before submitting the project to ITS.

8. **Mississippi Wireless Communication Commission (WCC)**

For EPL purchases utilizing the Radio category or that otherwise fall under WCC purview, the following items apply.

- 8.1 Senate Bill 2514, 2005 Regular Session, established the Mississippi Wireless Communication Commission to ensure critical personnel have effective communications services available in emergency situations. The enabling legislation specifically directs the Commission to implement a statewide wireless communications system for state and local governments that enables interoperability between various wireless communications technologies. The Commission is further tasked with the responsibility for approving all wireless communication purchases within the state and for setting forth rules and regulations governing these purchases. All government entities in the state are under the WCC purview, both state and local.
- 8.2 The WCC has delegated the purchase approval of wireless products where the project lifecycle cost is within certain ranges and has further established an approval process for procurements above these levels.
 - 8.2.1 Lifecycle cost < or = \$100,000; no WCC review required. Normal public purchasing guidelines followed including use of ITS EPLs.
 - 8.2.2 Lifecycle cost > \$100,000 but < \$250,000; requires review and approval of WCC Review Committee. Normal public purchasing guidelines followed including use of ITS EPLs.
 - 8.2.3 Lifecycle cost > \$250,000; requires review and approval of WCC Review Committee AND the Commission. Normal public purchasing guidelines followed.
- 8.3 For more information on the Wireless Communication Commission, please visit their website at: <http://www.wcc.ms.gov>.
- 8.4 Statewide RFP for Digital Trunked Land Mobile Radio System
 - 8.4.1 As part of the WCC's mission, ITS and the WCC issued RFP 3429 for a statewide Digital Trunked Land Mobile Radio System. In June 2007, the

WCC executed a turnkey agreement with Motorola for the implementation of the statewide radio system to be known as the Mississippi Wireless Information Network (MSWIN).

- 8.4.2 The MSWIN Agreement may be used by any Mississippi public entity for the purchase of subscriber and console units.
- 8.4.3 A Radio EPL will continue to be published for Motorola and non-Motorola MSWIN compatible equipment as well as replacement equipment for existing radio systems. In order to be MSWIN compatible, the equipment being purchased MUST be P-25 Phase 2 TDMA capable.
- 8.4.4 For more information on using MSWIN, call the WCC at (601) 359-5333 or access the MSWIN Instructions for Use at: <https://www.its.ms.gov/services/mswin-radio-purchases>.

9. **Preparing the Solicitation**

- 9.1 Review the *Solicitation Workbook* published on the [ITS Website](#) :
- 9.2 Select the appropriate solicitation template for your project:
 - 9.2.1 Where price is the only consideration, use the template titled *PSVC Solicitation Template - 100% Cost*.
 - 9.2.2 When a Lowest and Best offering is appropriate, use the template titled *PSVC Solicitation Template – Lowest and Best*.
- 9.3 Verify the system requirements for your purchase.
- 9.4 Entities using the PSVC EPL must have well defined business objectives and technical requirements for the items being purchased. These objectives and requirements will be used to evaluate vendor offerings and to determine the lowest and best solution.
- 9.5 Fill out the *PSVC Solicitation Template* with your developed specifications, project timeline, and how responses will be evaluated against each other.
- 9.6 Describe your existing equipment and software in your solicitation.
- 9.7 In general, when soliciting responses from EPL vendors, specifications must be competitive and open and not name a specific product or manufacturer. The [ITS Procurement Handbook](#), Chapter 10: Rule 210.4: 019-030, provides guidance on when it is appropriate to issue brand specific specifications. The ITS PSVC EPL 4599 does permit the issuance of brand specific specifications under the following conditions:
 - 9.7.1 There are multiple resellers listed on EPL 4599 who can provide the requested acquisition.
 - 9.7.2 Justification for issuing the brand specific solicitation is well-documented on the Justification for Brand Specification Request Form available on the ITS website and kept with your purchase/audit file. *Note: It is not necessary to submit this form to ITS for EPL 4599 purchases unless you are using the ITS Planned Purchase Procedure.*
- 9.8 It is the EPL customer's responsibility to evaluate vendor proposals and document that they are choosing the response that is "lowest and best". Customers must include in their solicitation how this evaluation will be conducted.

10. **Solicit Quotations and Evaluate Vendor Offerings for Lowest and Best**

- 10.1 Once your technical specifications are developed and the *PSVC Solicitation Template* is completed, send your solicitation to **all** vendors within the relevant categories to your project using the Vendor Pool contact information listed on the ITS website [Public Safety Video & Communication Systems EPL 4599 | Mississippi Department of Information Technology Services](#).
- 10.2 Customers must allow at least five (5) business days from the date the solicitation is released for vendors to respond. Customers will not begin to evaluate solicitations until the proposal window has closed. A longer period is recommended for more complex requirements. If you decide to include a vendor question and answer period, responses should be due no less than 5 days after the answers to questions received have been distributed to the vendor pool.
- 10.3 It is your responsibility to evaluate and choose the products and services that best meet your needs.
- 10.4 Verify that vendor offerings meet your technical specifications. Demonstration packages may be available. If you are not familiar with the equipment, ask about this option. Confirm that your existing equipment and software will be compatible with the equipment purchased
- 10.5 Ensure all responses adhere to the following:
 - 10.5.1 A reference to EPL 4599.
 - 10.5.2 All components on the quotation must be within scope of EPL 4599. Products or services purchased in conjunction with EPL products that are not specifically described and authorized on the published EPL are “Non-EPL Items” and the authority for purchasing such items must come from public purchasing dollar limitations or other procurement tools. “Non-EPL Items” should NOT be included in the same purchase order as EPL items.
- 10.6 Once the customer has evaluated all proposals, they will notify via email all vendors who submitted a proposal which vendor was awarded.

11. **Place Your Order**

- 11.1 Place orders directly with the awarded EPL vendor.
- 11.2 Issue appropriate purchase order(s).
 - 11.2.1 Reference RFP Number 4599 – PSVC on your purchase order together with the vendor’s contract number, which appears on the awarded vendor list.
 - 11.2.2 The purchase order and quote should match in terms of items purchased, quantities purchased and total amount.

12. **Mississippi's Accountability System for Government Information and Collaboration (MAGIC)**

- 12.1 State agency customers are required to purchase through Mississippi's Accountability System for Government Information and Collaboration (MAGIC).
 - 12.1.1 The Contract Number and Supplier Number are provided in the Awarded Vendor List available on the ITS website [Public Safety Video &](#)

[Communication Systems EPL 4599 | Mississippi Department of Information Technology Services](#)

ex. MAGIC Contract Number - 8500000xxx

ex. MAGIC supplier Number - 3100020xxx

12.2 State agency customers will be required to use NIGP codes when purchasing through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). The following NIGP codes will be used for products purchased using the PSVC EPL.

NIGP Code:	EPL Categories:	NIGP Product Description
84084	Body Cameras Dashboard Cameras License Plate Readers Surveillance Units	Police & Prison Equip, Surveillance & Counter-surveillance
72689	Two-Way Radio Systems	Two-Way Radio Receivers, Transmitters, Transceivers: Mobile and Base Station (Audio Transfer)
72600	Two-Way Radio Systems	Two-Way Radio Supplies, Parts, and Accessories
20689	Software, Equipment and related Support Services	Mini & Mainframe Computers, Storage Devices, Electronic
20880	Software, Equipment and related Support Services	Software, Microcomputer (Not otherwise Classified)
92007	Software, Equipment and related Support Services	Applications Software for Microcomputer Systems: Business, Mathematical/Statistical, Medical, Scientific, etc.
92047	Software, Equipment and related Support Services	IT Equipment Maint. & Repair: Computer Support Services (Includes Computer Warranties)

12.3 The following must be uploaded to MAGIC for EPL 4599 purchases as attachments to your Purchase Order:

- 12.3.1 A copy of all responses received.
- 12.3.2 A copy of the solicitation sent to vendors.
- 12.3.3 Attach documentation detailing your evaluation and justifying your selection.
- 12.3.4 A copy of this Instructions for Use Memorandum.
- 12.3.5 If the purchase is related to a project that is a part of the Agency's IT Plan, a copy of the related planning form from the ITS planning system.
- 12.3.6 Please note that if MAGIC routes your Purchase Order to ITS for approval, ITS will vet the information provided and may have additional requirements before approving your Purchase Order. Any deviation from this Instructions for Use Memorandum may result in delays in the approval of your purchase. ITS will also vet the items being purchased to ensure that they are within the scope of the EPL.

13. **EPL Audit Integrity**

- 13.1 It is the responsibility of every customer using the EPL to maintain proper records to reflect that all procurements from the EPL are made in accordance with ITS policies and procedures.
- 13.2 What Goes in Your Purchase/Audit File?
 - 13.2.1 Make sure you provide adequate documentation that you followed the recommendations and directives in this Instructions for Use Memorandum. At a minimum, include:
 - 13.2.2 A copy of the solicitation.
 - 13.2.3 A copy of the purchase order.
 - 13.2.4 A copy of the approved vendor list spreadsheet concurrent with the selection of the winning vendor.
 - 13.2.5 A copy of all responses received.
 - 13.2.6 A copy of this Instructions for Use Memorandum.
 - 13.2.7 If the purchase is related to a project that is a part of the Agency's IT Plan, a copy of the related planning form from the ITS planning system.
 - 13.2.8 Documentation of the evaluation process.
 - 13.2.9 Any additional project-related documentation or justification.

14. **Contracts and Additional Considerations**

- 14.1 The PSVC has its own contract, the "Express Products List Purchase Agreement," executed by each EPL vendor and ITS. Should your purchase be large or involve special terms, you may wish to negotiate a supplemental contract specific to your situation with the vendor at the time of purchase to address any additional concerns not addressed in the EPL Purchase Agreement.
- 14.2 Returning Defective Product to Vendor:
 - 14.2.1 The EPL Purchase Agreement provides in Articles 7.7 through 7.10 for circumstances when the customer may test and evaluate the purchased product to ensure it is not defective and that it performs to the specifications published in the EPL. Please be aware that the EPL Purchase Agreement does not provide for "buyer's remorse," where the customer may send back a product because the customer has changed his mind or wants something else. The vendor often is not allowed to ship a product back to the manufacturer if it is not defective. This is particularly true in case of special orders or configurations.
 - 14.2.2 Please review Articles 7.7 through 7.10 and work with your vendor ahead of time to make sure you are ordering equipment that will fit your needs. If the delivered product is defective, you are protected and may return the product if you notified the vendor within the ten (10) working day acceptance period. Although some vendors may be able to work with you on a return for non-defective equipment, this is not an EPL requirement. Some vendors may choose to charge the customer a "re-stocking" fee in order to take back unwanted products. The customer assumes

responsibility for all “re-stocking” fees in this instance as a condition for using this EPL.

14.3 Shipping costs for a standard delivery are included as part of the product purchase price. If the delivery is beyond a standard delivery due to issues such as “weight/size” or “white glove treatment”, the additional freight/transportation charges may be passed along to the customer and should be line-itemed on the vendor’s quotation.

14.4 Customers have the right on turnkey projects to secure certain products from other existing ITS contracts if it is in its best interest to do so.

15. **To Report Problems or Request Assistance**

If you have any feedback that may help us to improve this process or if you have any problems with your EPL order, please let ITS know. We suggest you notify the vendor of the problem in writing and send a copy to ITS. You may contact us in writing by one of the following ways:

15.1.1 e-mail: jsshelp@its.ms.gov

15.1.2 FAX: (601) 713-6380

15.1.3 Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211

If you have questions about using the EPL, please contact the Procurement Help Desk at (601) 432-8166 or jsshelp@its.ms.gov.

ITS is also available to host a “mini-class” on how to use our EPLs at a customer’s request. Please contact the ITS Procurement Help Desk if interested.