

RFP Questions and Clarifications Memorandum

To: Vendors Responding to General RFP Numbers 3741 and 3742 for the Mississippi Department of Information Technology Services (MDITS)

From: Craig P. Orgeron, Ph.D. 

Date: January 3, 2014

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Tina O'Neal

Contact Phone Number: 601-432-8162

Contact E-mail Address: tina.oneal@its.ms.gov

The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: Section 1 (page 4) has an option for General RFP 3741 and 3742. The wording indicates that RFP 3741 is for Computer Hardware/Software and Telephone Equipment, Services and Maintenance. I reviewed RFP 3741 and noticed that in Section 13 Exclusions (page 37) excludes consulting services associated with projects. While we do not sell Hardware, Software and Telephone Equipment, we do provide consulting services associated with the design, implementation, configuration and management. I want to clarify that services will be procured under RFP 3742 and we will not be missing consulting services opportunities by not responding to RFP 3741.

Response: RFP 3742 is the RFP for consulting services. Therefore, if you only check the box on Section I for 3742, then only the specifications in that RFP apply. Because there is no product and pricing given at this time and the RFPs are the same with exception of the Specification section, we can allow for one submission for two RFPs. Refer to page 33, Section VII: Specifications, item 6.1 of either RFP.

Question 2: In regards to RFP 3742 Section 5 General RFP Vendor Registration, I understand that there is a yearly registration fee. I do not recall this fee for 2013 and want to clarify that the fee is mandatory for 2014.

Response: We started the registration process last year with RFPs 3707 and 3708. The Generals expire each year in January. We do not roll-over responses.

Therefore, the registration fee is not rolled over either. It is due each time you respond to a General.

Question 3: My question is regarding RFP 3742, page 18, paragraph 18. Does this requirement (Inclusion of subcontract agreements) apply in response to this General RFP, or only in response to a future LOC? If a copy of a subcontract agreement is required in response to the General RFP, would a sample agreement suffice, as the selection of a subcontractor and the terms of the agreement would depend on the LOC.

More broadly, if we would like to be able to propose a subcontractor in response to a future LOC, do we need to indicate this in our response to this general RFP? If so, what information is needed?

Response: Most of the terms and conditions apply to your response to LOCs. The only information you return to me by January 10th are the items outlined on page 2:

- **Signed Section I**
- **Exception Summary ("no exceptions" if you are not taking exceptions to any of the Ts and Cs**
- **Response to Section VI**
- **W9**
- **Minority form if applicable**

That is it. Additional information will be provided in an LOC response.

Question 4: I have another question regarding RFP 3742, page 12, paragraph 18. Is the vendor's complete product/service information required in response to this general RFP, or in response to a future LOC?

Response: The LOC response provides the detailed information. A vendor's General RFP response gives very high-level information. The vendor's responsibility when responding to the General is to read and understand what is expected of you when responding to LOCs and what is required if you are awarded a project. See Item 1 of Section VII: Specifications.

Question 5: Just to clarify, RFP 3742 will include all consulting services (telecommunications)?

Response: Refer to Section VII: Specifications, Item 12. This is the scope of RFP 3742: "The State of Mississippi has a wide variety of telecommunications and computer systems platforms...supplemental personnel are needed to supply consulting and technical support services with expertise in information technology."

Question 6: Will the vendor be required to perform this work onsite or can remote arrangement be made to perform any service?

Response: This is a project-specific question and would be answered with each Letter of Configuration (LOC). Refer to Section VII: Specifications, Item 1: "What

is a General RFP?”, starting with the fourth sentence: “The technology consultant assigned to the project would develop the specifications for the project and issue a Letter of Configuration (LOC) to those vendors in the pool meeting specific criteria...At this time the cost, product information, references, etc. would be collected.”

Question 7: For the RFP 3742 submission, it calls for an original signature. Will a scanned version placed in the pdf be sufficient if we will be submitting the response electronically by email?

Response: Yes. Refer to Section VII: Specifications, Item 6.4.1, last sentence: “If sending via e-mail, you may either use an electronic signature or scan the signed page to a PDF.”

Question 8: Would you kindly advise if you require the above response hard copy via mail or courier or if you are accepting electronic submissions via email prior to the January 10 deadline?

Response: Electronic Submission (e-mail) is preferred. Refer to Section VII: Specifications, Item 6. Instructions are provided for submitting via e-mail (Item 6.2) and via mail, overnight carrier, or hand delivery (Item 6.3).

Question 9: Page 2- It seems that RFP Checklist does not need any resumes or rates list for consultants nor any additional copies for CD for evaluation purpose.- Please Explain.

Response: Refer to Section VII: Specifications and Section VIII: Letters of Configuration for an explanation of how this RFP is used. Your submission puts you into a pool of vendors. Any letters of configurations (LOC) issued will be sent to the entire vendor pool. The LOC will have all of the additional specifications/requirements for a particular project. It is at the time you respond to an LOC that you will supply the product and pricing information and any other documentation necessary to make an award. It is also at the time of the LOC that any sample contracts will be provided.

Question 10: Page6- ITS will allow Vendor to Submit General RFP via Email, also no Cost information submission is required- Please Explain.

Response: Refer to the responses to Questions 8 and 9 above.

Question 11: Page10- Section 7 Evaluation Criteria- The State intends to issue this RFP to lowest and best responsive vendor who meets specifications, consideration price and other factors. The Vendors Past performance, cooperation as per section VII- Please explain how can this be measured without submitting past performance references, prices and other company core competencies.

Response: Refer to the response to Question 9 above. Your response to the General RFP is the first half of a regular RFP response. The LOC covers the second half of the response. The terms and conditions noted in the RFP apply to your response to each LOC.

Question 12: Page 10-Section 10. – What is Right to Use Proposals in Future Projects – When documentation is not accepted- Please Explain the Process.

Response: Refer to the response to Question 11 above. ITS may use your response to an LOC in future projects. More information would be provided in the LOC.

Question 13: Page 11-Best and Final Offer- When will State ask for BAFO- Is it when Vendors are awarded Contract on basis of page 2 Checklist- Please Explain.

Response: This would happen with the award of an LOC.

Question 14: Page13- Section 3- Please Explain the Process in Detail.

Response: See responses to questions 9 through 13 above.

Question 15: Page17- Section15- How many Prime Contracts are anticipated for this RFP- Please Explain the Process.

Response: See responses to questions 9 through 13 above.

Question 16: Page 17- Section 17- What type of Subcontractors will be accepted- do they have to be Minority/ Disabled/Veterans- Please Explain.

Response: See responses to questions 9 through 13 above.

Question 17: Page 18- Section 18- Copies of Agreements will be supplied by ITS or by Prime Vendor- Please Explain.

Response: See responses to questions 9 through 13 above.

Question 18: Page20- Section 32. When is this required- Like Contact information etc.-With RFP submission or later.-Please Elaborate.

Response: See responses to questions 9 through 13 above.

Question 19: Page 24- SectionV- Is there is No Exception Taken – is there any negative point on the Vendor submitting RFP- Please Explain.

Response: No. Refer to Section V: Exceptions, Items 7, 8, and 9.

Question 20: Page 27- Section VI- Is RFP Questionnaire YES/NO Acceptable.- Please Explain.

Response: Items 2, 3.1, 4.1, and 6 require a “yes” or “no” response. Item 5 requires and “acknowledge” or “yes” response.

Question 21: Page 36- Section 13- Do you need list of Core Competencies submission with RFP as per Page 2- Please Explain.

Response: No. See responses to questions 9 through 13 above.

Question 22: Additional Request– Do you Need Copy of the Insurance Coverage Certificate Issued to ITS- Please Explain.

Response: No. See responses to questions 9 through 13 above.

Question 23: Additional Request- Any Additional Documentation to be provided by Vendor beside Page 2 Check List – Please Explain.

Response: No. Only supply the information listed in the check list.

Question 24: Additional Request- How many Incumbents are there/ can the list be provided by ITS please.

Response: See the “Valid Vendor Report” on the 3707 and 3708 RFP download page: <http://www.its.ms.gov/Procurement/Pages/3707-3708.aspx>

RFP responses are due January 10, 2014, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Tina O'Neal at 601-432-8162 or via email at tina.oneal@its.ms.gov.

cc: ITS Project File Number 40939