

## RFP Questions and Clarifications Memorandum

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**To:** Vendors Responding to RFP Number 3689 for the Mississippi Department of Human Services (MDHS)

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

**Date:** July 19, 2012

**Subject:** Responses to Questions Submitted and Clarifications to Specifications

**Contact Name:** Tangela Harrion

**Contact Phone Number:** 601-432-8112

**Contact E-mail Address:** [Tangela.Harrion@its.ms.gov](mailto:Tangela.Harrion@its.ms.gov)

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**RFP Number 3689 is hereby amended as follows:**

- Section IV Legal and Contractual Information, Item 37 Performance Bond/Irrevocable Bank Letter of Credit is being replaced to read,**  
  
“The Vendor is not required to include the price of a performance bond or irrevocable bank letter of credit with its RFP proposal.”
- Section VII Technical Specifications, Item 2.3.2 is being modified to read:**  
  
“The proposed solution must be fully functional from workstations running in a Windows XP or Windows 7 ~~or~~ ~~Windows NT~~ environment.”
- Section VII Technical Specifications, Item 6.3.7 is being modified to read:**  
  
“All work plans, project plans, and schedules must be produced in Microsoft Project 2007 or higher.”
- Section VII Technical Specifications, Item 7.1 including 7.1.1 through 7.1.3 is being deleted in its entirety.**
- Section VII Technical Specifications, Item 8.3 is being modified to read:**

**“Vendor must provide customization services if the proposed software must be modified to accommodate MDHS business needs. ~~Vendor must propose costs in Section VIII, Cost Information Submission for the initial conversion.~~”**

- 6. Section VII Technical Specifications, Item 10.4 is being modified to read:**

**“The proposed solution must be configured to pull reports from both either Microsoft SQL 2008 R2 databases and ~~or~~ IBM DB2 databases.”**

- 7. Section VII Technical Specifications, Item 10.8 is being added to read:**

**“Vendor must propose their hourly rate for support services relating to the reports they develop for MDHS.”**

- 8. Section VII Technical Specifications, Item 11.3.1 is being added to read:**

**“Vendor must also propose Train-the-Trainer for Cognos BI Professional Authors for a minimum of 5 MDHS staff members.”**

- 9. Section VII Technical Specifications, Item 11.10 is being added to read:**

**“MDHS may have a need for future training. Vendor must provide cost for future training as listed in the table labeled “Future Training” in Section VIII Cost Information Submission.”**

- 10. Section VII Technical Specifications, Item 12.1 Software including Items 12.1.1 through 12.1.3 are being deleted.**

- 11. Section VII Technical Specifications, Item 12.2.1 is being modified to read:**

**“The warranty period for installation and configuration services to include reports development begins after the software has been successfully installed and configured by the Vendor and accepted by MDHS.”**

- 12. Section VII Technical Specifications, Item 13 Software Support Requirements is being deleted in its entirety.**

- 13. Section VIII Cost Information Submission is being replaced and is attached to this Memorandum.**

- 14. Exhibit A Standard Contract, Article 35 Performance Bond is being deleted. Refer to the response to Clarification Number 1 above.**

- 15. Title page, second box is modified as follows:**

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**16. Title page, third box is modified as follows:**

**PROPOSAL, SUBMITTED IN RESPONSE TO  
RFP NO. 3689  
DUE July 27, 2012 @ 3:00 p.m.,  
ATTENTION: Tangela Harrion**

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

**No questions were submitted regarding RFP Number 3689.**

RFP responses are due July 27, 2012, 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 Tangela Harrion at 601-432-8112 or via email at Tangela.Harrion@its.ms.gov.

cc: ITS Project File Number 39668

Attachment: Section VIII Cost Information Submission

## SECTION VIII

### COST INFORMATION SUBMISSION

Vendors must propose a summary of all applicable project costs in the matrix that follows. The matrix must be supplemented by a cost itemization fully detailing the basis of each cost category. The level of detail must address the following elements as applicable: item, description, quantity, retail, discount, extension, and deliverable. Any cost not listed in this section may result in the Vendor providing those products or services at no charge to the State or face disqualification.

**NOTE: Vendors may add rows as needed.**

INITIAL COST			
Description	Quantity/Hours	Unit Cost	Extended Cost
<b>Services</b>			
Installation and Configuration Services			
On-site Training			
Cognos BI Administrator Training for 2:			
• Cognos BI Administration			
• Cognos 10.x BI Framework Manager			
Cognos BI Professional Authors Training for minimum of 10:			
• Cognos BI Report Studio Fundamentals			
• Cognos Report Studio Advanced			
• Train-the-Trainer minimum of 5			
Web-based Cognos BI Connection Consumer for minimum of 40:			
Professional Services (to include Customization)			
Reports Development			
• Reporting Analysis Sessions			
Additional services (please specify)			
<b>Total Initial Cost:</b>			

<b>SUPPORT SERVICES (for Reports Developed)</b>	
<b>Description</b>	<b>Hourly Rate</b>
Support Services	

<b>CHANGE ORDER RATES</b>	
<b>Description</b>	<b>Hourly Rate</b>
Fully-loaded Change Order Rate	
Non-loaded Change Order Rate	

<b>FUTURE TRAINING</b>			
<b>Description</b>	<b>Quantity/Hours</b>	<b>Unit Cost</b>	<b>Extended Cost</b>
Cognos BI Administrator Training for 2:			
<ul style="list-style-type: none"> <li>• Cognos BI Administrator</li> </ul>			
<ul style="list-style-type: none"> <li>• Cognos 10.x BI Framework Manager</li> </ul>			
Cognos BI Professional Authors Training for minimum of 10:			
<ul style="list-style-type: none"> <li>• Cognos BI Report Studio Fundamentals</li> </ul>			
<ul style="list-style-type: none"> <li>• Cognos Report Studio Advanced</li> </ul>			
<ul style="list-style-type: none"> <li>• Train-the-Trainer minimum of 5:</li> </ul>			
Web-based Cognos BI Connection for Consumer for minimum of 40			