

## RFP Questions and Clarifications Memorandum

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**To:** Vendors Responding to RFP Number 3713 for the Mississippi Department of Human Services (MDHS)

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

**Date:** April 19, 2013

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

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### RFP Number 3713 is hereby amended as follows:

1. Section VII Technical Specifications, Items 7.7.4 is being modified to read:

“This requirement is a duplicate of requirement 7.7.3. No response is required for Item 7.7.4”.

2. Section VII Technical Specifications, Item 7.9.7.3 is being modified to read:

“The Contractor must review and assess that test scripts are complete with step-by-step procedures, required pre-existing events or triggers, and expected results.”

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 Number	Section	Page and Topic	Question	Response
1	General		We understand that the exact timing of the project events is not defined at this time. However, since timing will	Estimates are as follows: <ul style="list-style-type: none"><li>■ DDI RFP release date - 1<sup>st</sup> quarter of 2014</li></ul>

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			<p>affect cost, can the State offer dates for the following events, such that the proposals submitted are consistent regarding timing of these critical project events:</p> <ul style="list-style-type: none"> <li>▪ QA/IV&amp;V Project start ate - stated as 7/15/13</li> <li>▪ DDI RFP release date</li> <li>▪ DDI Proposal due date</li> <li>▪ DDI Contract start date</li> <li>▪ DDI go-live date (by phase?)</li> </ul>	<ul style="list-style-type: none"> <li>▪ DDI Proposal due date - 2<sup>nd</sup> quarter of 2014</li> <li>▪ DDI Contract start date - summer of 2014</li> <li>▪ DDI go-live date (by phase?) - It is desirable that the project go live date occurs by September 1, 2016, but the date is dependent upon the DDI's Vendor proposed project plan.</li> </ul>
2	Section I	4	Do subcontractors need to complete the Submission Cover Sheet and Configuration Summary?	No.
3	Section II, 8.1	6	Please confirm that the State wants 1 original and 10 copies of the Cost Proposal.	Yes.
4	Section II, 8.1	6	Is PDF an acceptable format for the soft copy?	Yes, but Word is preferred.
5	Section III, 14	12	In what section shall we provide responses to Vendor Imposed Constraints?	This should be provided in the project plan.
6	Section VII, 5.15	46	Is a response to this information required in this section or should it be addressed when discussing our proposed solution?	Yes, it should be addressed in this section.
7	Section VII, 5.17.3	47	The RFP requires vendors to respond to items in the same order as the RFP. However, this section requires the transmittal letter to be provided at the beginning of the Technical/Functional Proposal, which would be out of order from the RFP. Please clarify.	The transmittal letter must be submitted as stated in this requirement. In addition to providing the transmittal letter, responses for these items can be provided in the same order as the RFP by entering a response to each item that references the transmittal letter.
8	Section VII, 6.16	50	Did a contractor assist with the development of the "deliverables from Phase I analysis, such as the Final Project Report..." If so, who	Yes, Walter R. McDonald & Associates (WRMA) provided this deliverable.  WRMA is not precluded

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			were they? Since they clearly have information not available to the market and therefore have an unfair competitive advantage, are they precluded from participating in this opportunity?	from participating in this phase. Section VII, Items 5.5 and 6.4.10 of RFP No. 3583 stated that the Phase I Vendor could participate in the IV&V phase if the Vendor did not write, or assist with writing the specifications for the IV&V RFP. WRMA did not participate in writing the specifications for this RFP (3713).
9	Section VII, 7.5.4.1	58	The language implies that all project communication between IV&V and DDI contractors stops during a dispute, effectively halting all IV&V Project activities. Is this correct or does it place a stoppage on only dispute-related communications?	This requirement applies only to the disputed issue.
10	Section VII, 7.6.3	59	The RFP states that “The contractor must update the following deliverables.” Should “update” be replaced with “review”?	No, updates should be made to the QA/IV&V Contractor’s deliverables.
11	Section VII, 7.6.3.4, 7.4.1	59	Given that the list of deliverables provided in 7.6.3.1 – 7.6.3.8 applies to the DDI Contractor’s deliverables, how does the referenced QM Plan differ from the DDI Contractor’s QA Plan review referred to in 7.4.1?	Items 7.6.3.1 - 7.6.3.8 are QA/IV&V Contractor deliverables.
12	Section VII, 7.6.3.7	60	Given that the list of deliverables provided in 7.6.3.1 – 7.6.3.8 applies to the DDI Contractor’s deliverables, wasn’t the referenced Detailed Requirements Document created in Phase 1 by a different contractor during Phase I?	Items 7.6.3.1 - 7.6.3.8 are QA/IV&V Contractor deliverables.
13	Section VII, 7.6.3.7, 7.6.1	59-60	Given that the list of deliverables provided in 7.6.3.1 – 7.6.3.8 applies to the DDI	Items 7.6.3.1 - 7.6.3.8 are QA/IV&V Contractor deliverables.

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			Contractor's deliverables, how does the review of the referenced Detailed Requirements Document differ from the walkthrough of the requirements specifications that is referenced in 7.6.1?	
14	Section VII, 7.9.7.3	69	The RFP states that "The contractor must provide test scripts, review and assess that test scripts are complete..." Is this a misplaced comma; is the intent for the IV&V Contractor to perform a "test scripts review"?	This requirement has been revised. See amendment #2 above.
15	Section VII, 7.11.2	70	The RFP language is unclear, please clarify.	This requirement is further outlining requirements for the DDI Contractor's implementation procedures. Additional detail addressing where the requirement is not clear is needed for the State to provide additional clarification.
16	Section VII	General	Can the State elaborate on the planned schedule and role of the QA vendor in the APD/IAPU process? When should we plan on federal approval in our project plan?	The QA/IV&V Contractor will be assisting the State with determining the system requirements and other information as needed. The schedule has not been determined, but IAPD approval is estimated to occur in the 1 <sup>st</sup> quarter of 2014.
17	Section VII, 6.2	49 Development of State Project Processes	Section 6.2 of the RFP states that the Vendor must "Assist MDHS with developing state project processes prior to the selection of a DDI Vendor. " Could the State please define what is meant by the phrase "Developing state project processes..." and specifically what processes.	Project processes referenced in this requirement are a series of actions or operations (such as project plan activities) needed to successfully perform QA/IV&V services. Most of these processes are located in section VII, Item 6 of the RFP.
18	Section VII, 6.16	50 DDI	Can the State elaborate on the planned schedule and role of	The role of the QA/IV&V Contractor in the DDI RFP

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		Procurement	the QA vendor in the DDI RFP process? When should we plan on release, analysis, and award of the DDI RFP in our project plan?	development process is stated in the requirement. See the response to Question #1 for the estimated schedule.
19	Section VII, 6.16	50 DDI Procurement	Does the state have an anticipated number of proposals that will be received in response to the DDI RFP that may need to be analyzed by the QA vendor?	No.
20	Section VII, 10.2	78 Office Equipment	Will the State provide internet connectivity and access to the State's LAN for the QA/IV&V vendor's onsite project staff?	Yes.
21	Section VII, 10.2	78 Office Equipment	Will the State provide VPN capabilities for the QA/IV&V vendor's offsite project staff?	Yes.
22	Attachment A, Article 1.1	90 Standard Contract	In section 1.1 of the draft contract (page 90) June 30, 2017 is listed as the end date of the project. Can the State please verify that this is the correct date for the end of the project, and the one vendors should use to develop estimates for the pricing tables provided in Section VIII.	The date included on page 90 in the sample contract is an estimated date. The actual date may be earlier or later than the stated date. Vendors are encouraged but not required to propose pricing for an established schedule, as well as options for flexibility in the schedule.
23	Section VII, 5.17.3.5	48 Loss of Federal Funding	Section 5.17.3.5 states that the vendor is responsible for any lost federal funding due to "unacceptable performance of Contractor task or responsibility...". Can the state explain the basis that will be used for determining "unacceptable performance" and the manner in which the amount of federal funding attributed to the unacceptable task or responsibility will be determined?	The State is not aware of an established documented basis for unacceptable performance (annual APD updates and other updates to the federal funding agency may be used in making this determination), but the delivery of a system and/or components that are not performing as specified may be attributed to unacceptable performance.
24	Section VII, 7.9.7.3	69 Test Scripts	RFP section 7.9.7.3 states "The Contractor must provide test scripts, review and assess that test scripts are complete, with	See the response to Question #14 above.

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			step-by-step procedures, required pre-existing events or triggers, and expected results.” The statement appears contradictory, as it requires the vendor to both provide and review the test scripts. Could the State please clarify the QA vendor’s role in the creation and/or review of the test scripts for completion.	
25	Section VII, Section VII, 7.7.3 & 7.7.4	61 Review of design products	What are the “existing...design products” listed in RFP sections 7.7.3 and 7.7.4?	The existing design products information is included in the RFP in Section VII, Item 3, Existing MACWIS System.
26		General	Can the state provide an organizational chart of staff responsible for this project? Can the state also provide a list of available resources for this project and the amount of available time the state is expecting they will devote to this project?	Some positions have not been assigned and not all percentages of participation have been determined. See the chart attached to this document as Attachment A.
27	Attachment A, Article 38	103 Standard Contract	Please clarify if the cost of the performance bond is <i>required</i> to be included in the Cost Information Submission. According to Article 38, it appears is it is required only for cost reimbursement if the bidder wants to invoice the State for the cost post contract award.	Yes, it must be included in the Cost Information Submission with the proposal.
28	Attachment A, Article 38	103 Standard Contract	If the performance bond is included in the Cost Information Submission is the bond cost part of the cost score?	Yes.
29			Which vendor completed Phase 1 and can they bid Phase 2?	See the response to Question #8 above.
30	Attachment A, Article 39	103 Standard Contract	The 20% retainage fee is paid after the last deliverable is approved. Will the State consider an adjustment to 10% retainage by FY?	The requirement will remain at 20%. Attachment A, page 89 of the RFP states, “If Vendor cannot comply with any term or

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			Meaning each deliverable is invoiced at 90% as they are approved thru the FY and 10% is invoiced at the end of the FY	condition of this Standard Contract, Vendor must list and explain each specific exception on the <i>Proposal Exception Summary Form</i> included in Section V.” See Section V of the RFP concerning instructions for taking exception to requirements. During the proposal evaluation and/or contract negotiation process, the Vendor and the State will discuss each exception, and decide on a course of action as indicated in Section V.
31	Attachment A, Article 41	104 Standard Contract	There appears to be a MBE/WBE requirement on page 104, Article 41. However there are no evaluation points for using small business MBE/WBE. Please clarify if all 3 are required: small business, MBE and WBE	Small business, MBE and WBE participation is not required.
32	Attachment A, Article 41	104 Standard Contract	Will evaluation points be awarded for using small business, MBE and WBE?	No.
33	Attachment A, Article 41	104 Standard Contract	If small business MBE/WBE participation is required, can the same company be used to meet the small business, MBE and WBE requirement?	MBE/WBE participation is not required.
34	Section VII, 12.1	79	It is unclear by reading section 12.1 if the contract term is 2 or 3 years. Please clarify the contract term.	The term will be based on the DDI Contractor’s schedule. Since that information is currently not available, the State estimates that the contract term may be at least 3 years.
35	Attachment A, Article 34	101	Article 34, Compliance with Enterprise Security Policy. Can the State provide a copy of the policy for bidders review?	The execution of a non-disclosure agreement is required prior to accessing the Enterprise Security Policy. Instructions for obtaining the Enterprise Security Policy are located

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				in Section IV, Item 32, on page 21 of the RFP.
36	Attachment A, Article 36	102	The payment of 50% of the contract value for personnel guarantee appears extremely onerous, would the state consider removing or reducing it?	The requirement will remain as stated. See the response to Question # 30 above.
37	Attachment A, Article 38	102	Performance Bond (PB): Bidders must secure and maintain a PB during the course of the Agreement in the total amount of the Agreement. What is the total opportunity value?	The opportunity value has not been determined. The amount of the performance bond (value to the State in lieu of this determination) is included in the RFP as the total lifecycle cost that the State will pay the Vendor for the Vendor's proposed solution.
38	Attachment A, Article 38	102	Normally PBs are capped at under 10% (1-3%) of the project value and 100% is extremely excessive. Would the State consider reducing it?	This requirement will remain as stated. See the response to Question #30 above.
39	Attachment A, Article 37	102	Liquidated Damages: Please confirm that (1) LDs do not apply when the delays are outside of IV&V control (2) IV&V is not held to LD's for DD&I vendor delays for implementing the system.	The QA/IV&V Contractor will not be held liable for delays outside of the QA/IV&V Contractor's control should it be determined that the delay was not caused by the QA/IV&V Contractor.
40	Attachment A, Article 37	102	Reference is made on page 91 to "correcting deficiencies w/in 7 working days" but it's not clear if such a window is permitted under LD's. Can the State please clarify?	Yes, the "7 working days to correct deficiencies" window is permitted under Liquidated Damages.
41	Section VII	32 General	Section IVV – Technical Specifications, Item 2: General Overview and Background, page 32. Is the Phase I Contractor along with its subsidiaries or subcontractors allowed to participate in Phase II – IV&V and QA?	Yes, see the response to Question #8 above.

RFP responses are due May 2, 2013, 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 Debra Spell at 601-432-8132, or by email at [debra.spell@its.ms.gov](mailto:debra.spell@its.ms.gov).

cc: ITS Project File Number 40123

Attachment A: Proposed Project Staff

**Attachment A**

**Proposed Project Staff**

<b>Staff Name</b>	<b>Staff Position</b>	<b>% of Time</b>
Diane Mobley	Project SACWIS Director - MACWIS Director	75%
Cheryl Joiner	Management Information Systems Lead Programmer	TBD
Christine Townsend	Business Analyst II	100%
Pam Sandifer	Project SACWIS Assistant– Project Officer IV	100%
To be hired	Project SACWIS Assistant– Project Officer IV	100%
To be Assigned	MDHS/DFCS Subject Matter Experts	TBD