

RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Numbers 3774 and 3775 for the Mississippi Department of Information Technology Services (ITS)

From: Craig P. Orgeron, Ph.D.

Date: January 6, 2015

Subject: Responses to Questions Submitted and Clarifications to Specifications

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RFP Numbers 3774 and 3775 are both hereby amended as follows:

Section VII Specifications, Item 6.5.3 is being modified to read:

6.5.3 Section VI: RFP Questionnaire. Answer all questions and include any requested documents ~~such as your W-9 form~~. You may send these as a Word document or PDF if submitting electronically.

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: We would like to confirm the budget of this RFP.

Response: The General RFPs are designed to build a pool of Vendors to be used throughout the year for the issuance of Letters of Configurations (LOCs). A valid response to these RFPs puts the Vendor into a pool. Only validation of a Vendor's proposal occurs with the processing of the General RFP response. There is no budget associated with the General RFPs.

Question 2: We are already a vendor for IT media do we need to do anything to stay active?

Response: You must submit a response to the replacement General RFPs if you wish to continue receiving LOCs. The valid period for the General RFP Vendor

pool expires every year on January 31st. A replacement RFP is typically issued in December prior to the expiration of the existing RFP.

Question 3: I am in charge of searching for RFPs for FICO's Debt Manager 9 software, and came across ITS' RFP 3774, and wanted to know more about its aim. Is this meant to be a general pool from which vendors are exclusively chosen for hardware/software RFXs? Or is it meant to establish a contact list of vendors, who would be contacted when a new RFX goes public? Or is the aim something else entirely? I'm looking to determine whether or not this is something we should fill out

Response: **The General RFPs are designed to build a pool of Vendors to be used throughout the year for the issuance of Letters of Configurations (LOCs). A valid response to these RFPs puts the Vendor into a pool. Only validation of a Vendor's proposal occurs with the processing of the General RFP response. No product or pricing is collected with the Vendor's response. That information is provided with the LOC response.**

When ITS receives a project request from an agency, the specifications are developed and published in an LOC. The LOC is e-mailed to all Vendors within the General RFP pool. Awards are made on the LOC-side of the process.

Read Section VII: Specifications and Section VIII: Letters of Configuration for more information on how this RFP is used.

Question 4: Hello, my firm provides platform solutions in the Case Management, Workflow and Document Management area, rather than component software. Section 13.2 Reads: Also excluded from this RFP is application-specific software such as municipal and county administration, accounting, human resources, and/or hospital systems.

Question: Is this General RFP right for my firm, or are procurements for such larger solutions likely to come out in regular RFPs and not as LOCs?

Response: **Please see response to Question 3.**

Question 5: We are the awardee vendor of this Re-bid RFP # 3775 and would like to confirm that do we need to pay \$150 again for the registration or not.

Response: **Yes. You must pay the registration fee. Please note that awards are only made on LOC responses. Please refer to Section VII, Item 1 of the RFP.**

Question 6: "Sealed proposals, subject to the attached conditions, will be received at this office until January 13, 2015 @ 3:00 p.m. Central Time for the acquisition of the products/services described below for the State of Mississippi. ITS will continue to receive proposals after the initial opening through November 30, 2015."

1) Will the State accept bids after January 13, 2015 for the approved vendors list.

- 2) Can proposals be submitted at any time for inclusion on this approved vendor's list through November 30, 2015?
- 3) Are there any other deadlines for submission that would preclude a vendor from consideration?

Response:

- 1) **Yes. Please refer to Section VII, Items 2 and 3.3 of the RFP.**
- 2) **Yes. Please refer to Section VII, Items 2 and 3.3 of the RFP.**
- 3) **No. Please refer to Section VII, Item 2 of the RFP.**

Question 7: I am completing our submission for RFP 3775. Last year Section 1.1 required a copy of the W-9. This year that section requires MAGIC instead. The RFP only mentions W-9 once. Is that required this year?

Response: **No. W-9s are no longer required. Vendors will register through MAGIC per Section VI, Item 1 of the RFP.**

Question 8: How to address question about Non-Disclosure of Social Security Numbers, would ITS prefer specific SOPs in place, different firewalls/means of protection used by Vendor, types of locks within facility?

Response: **Vendors should state how they will meet the requirement.**

Question 9: Must assignment document (ie. Agreement between Vendor and their subcontractor(s)) already be in place prior to submission of RFP or can a prior assignment document be used and updated dependent on LOC?

Response: **Subcontractor documentation is not requested with this RFP response. Vendor should only provide the items listed in the ITS RFP Response Checklist. Any additional documentation will be provided in Vendor's response to specific LOCs.**

Question 10: How will State of Mississippi assess risk factors to determine potential mechanisms to mitigate risks?

Response: **Risk factors are not addressed with the Vendor's initial RFP response. These factors would be addressed in Vendor's response to specific LOCs. If Vendor has any issues or concerns with this specification, Vendor must address them on the Proposal Exception Summary Form in Section V of the RFP.**

Question 11: How does the State of Mississippi determine Vendors 'validity'?

Response: **A Vendor's proposal will be deemed valid if all requested information has been correctly supplied per the ITS Response Checklist.**

Question 12: Other than the W-9 Form and subcontractor assignment documents, what other additional documents are requested for this RFP?

Response: **Vendor should only provide the items listed in the ITS RFP Response Checklist. Any additional documentation will be provided in Vendor's response to specific LOCs.**

Question 13: How long will RFP allow Vendor to take respond to LOCs prior to submission of another response to RFP?

Response: **LOCs may be issued to the pool of Vendors created from this RFP through January 31, 2016.**

Question 14: Is there a pricing sheet format that you can provide us for consultant classification bill rates or pricing for the skilled services?

Response: **Pricing is not requested with this RFP response. Vendor should only provide the items listed in the ITS RFP Response Checklist. Pricing will be provided in Vendor's response to specific LOCs. Any pricing sheet formats will be provided at that time.**

Question 15: Would you require the profiles of each skilled resources in different categories to be presented along with the proposal? Will presenting or not presenting such profiles affect the chances of the selection?

Response: **Profiles are not requested with this RFP response. Vendor should only provide the items listed in the ITS RFP Response Checklist. Please see response to Question 3.**

Question 16: Is there a fee for processing each work orders by the state agencies for the state of Mississippi?

Response: **The State does not charge a fee for purchase orders.**

Question 17: Is proposal exception summary a mandatory form to be filled or can it be presented blank (no exceptions)?

Response: **If there are no exceptions, you may state on the form "No Exceptions Taken", or leave the form blank.**

Question 18: Is participation from other organizations (suppliers to iTech) allowed to enable niche or specialized skilled resources used in our services to the agency with iTech continuing to be the sole responsible entity for such services by sub-contractors?

Response: **Please see response to Question 3.**

Question 19: If we choose to submit our response to RFP 3774 and 3775 by email is it required that we ALSO send a hard copy by mail?

Response: **No. Vendors are required to submit responses by only one method.**

Question 20: Is it necessary to register through the MAGIC ERP prior to responding to this bid or can this be done once an award is made or after an LOC is awarded?

Response: **Vendors must register in MAGIC prior to submitting a response to these General RFPs.**

RFP responses are due January 13, 2015, 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 Teresa Washington at 601-432-8049 or via email at teresa.washington@its.ms.gov.

cc: ITS Project File Number 41606