

RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3749 for the Mississippi Department of Education (MDE)

From: Craig P. Orgeron, Ph.D.

Date: May 22, 2015

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Donna Hamilton

Contact Phone Number: 601-432-8114

Contact E-mail Address: Donna.Hamilton@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: Will there be a State Project Manager?

- a. If yes, will the individual be a state employee or a contractor
- b. If yes, will the individual be part time or full time

Response: **Yes. The State has a full time state employee already designated as project manager for this project.**

Question 2: Is there a preferred order of implementation for the various programs?

Response: **The preferred order of implementation is: School Support Program, Finance, Training/ Certification, CACFP, SFSP.**

Question 3: Approximately how many Sponsors currently participate in each of the following programs:

- a. Schools Support Program (inclusive of NSLP, SNP, Snack, and Milk)
- b. Summer Food Service Program
- c. Child and Adult Care Food Program
- d. Fresh Fruit and Vegetable Program

Response: **The approximate number of Sponsors for each program is provided below:**

- a. **Schools Support Program (inclusive of NSLP, SNP, Snack, and Milk) - 200**
- b. **Summer Food Service Program - 150**
- c. **Child and Adult Care Food Program - 1292**
- d. **Fresh Fruit and Vegetable Program - 35**

Question 4: Does the State have a defined amount of data that it wishes to convert?

Response: **The State wants at least seven years of data converted.**

Question 5: What is the database and software platform and versions for the existing system used by the State?

Response: **The current database used is SQL Server Management 2008 R2. The old system is written in Microsoft Development Environment 2002; Microsoft .NET Framework 1.0 and it uses the Microsoft Visual Basic.NET language.**

Question 6: Does the State make state-payments to their Sponsors? (e.g., state match or state incentive grants)

Response: **The State only makes payments to School Programs based on the number of annual meals served.**

Question 7: Item 2.9.21 of the functional requirements requires scanning and uploading of historical applications. How many years of applications does OCN anticipate to upload?

Response: **OCN wants at least seven years of applications.**

Question 8: Item 4.4 of the functional requirements requests the ability to modify questions related to Administrative Review when USDA clearly defines a nationwide standard set of questions related to Administrative Review. Please explain OCNs intent. Does this refer to state-specific question that OCN is interested in adding to the Administrative Review question set?

Response: **The intent of Item 4.4 is that the Vendor must be able to provide updates and amendments required by the USDA to the Administrative Review portion of the proposed system in a timely fashion. OCN is not referring to state-specific questions.**

Question 9: Section 28, ownership of software – this section states that any functionality built exclusively for the state is owned by the state. The system is an off-the-shelf product that is licensed by the vendor. If an area of the software is modified to meet an exact Mississippi requirement, how can that modification be reasonably separated from the full integrated licensed solution?

Response: **Section IV, Item 28, *Ownership of Developed Software*, is in reference to software that is developed specifically for the State not off-the-shelf software.**

Question 10: Item 5.14 requests a demonstration site. Without training on how to use the software, we think confusion that might arise from using the site will present an unfair negative opinion towards the vendor. How can Mississippi mitigate this concern?

Response: **MDE/OCN understands that COTS solutions require an amount of configuration take place in order to meet internal Business Rules and Requirements. If MDE/OCN determines that the Vendor's proposed solution is viable, as outlined in the Vendor's response, then MDE/OCN shall request an online or onsite demonstration of the proposed application.**

Question 11: Item 10.1 requests a dedicated PM on-site for the duration of the project who has prior experience to address the specifics of the project. Vendors that do not currently do business in Mississippi may need to hire a full-time on-site project manager. This hire could not reasonably have experience with the program or the software. Does Mississippi prefer that approach or would Mississippi consider a Vendor PM with experience and knowledge of the programs and software who spends a reasonable amount of on-site time every month?

Response: **The State requires that the Vendor provide an onsite Project Manager for the project; however, the State may be willing to adjust the onsite requirement at a later date depending on the project status.**

Question 12: Item 13.5 indicates that the vendor is not permitted to replace personnel. If there is a reasonable need to add or reallocate project staffing to the betterment of the project, what accommodations does a vendor have?

Response: **Vendor's question appears to be in reference to Article 45, Personnel Assignment Guarantee in Exhibit A, *Standard Contract*. The Vendor must follow the process as described in Article 45 in order to substitute personnel for any of the reasons that are acceptable to the State.**

RFP responses are due June 3, 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 Donna Hamilton at 601-432-8114 or via email at Donna.Hamilton@its.ms.gov.

cc: ITS Project File Number 40773