

RFP Clarifications Memorandum

To: Vendors Responding to RFP Number 3568 for the Mississippi Department of Finance and Administration (DFA)

From: David L. Litchliter

Date: July 28, 2008

Subject: Clarifications to Specifications

Contact Name: Sheila Kearney

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Contact E-mail Address: Sheila.Kearney@its.state.ms.us

RFP Number 3568 is hereby amended as follows:

1. Title page, INVITATION is modified as follows:

INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until August 19, 2008 @ 3:00 p.m. local time for the acquisition of the products/services described below for Mississippi Department of Finance and Administration.

2. Title page, third box is modified as follows:

<p>PROPOSAL, SUBMITTED IN RESPONSE TO RFP NO. 3568 due August 19, 2008 @ 3:00 p.m., ATTENTION: Sheila Kearney</p>
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3. 3568 RFP Response Checklist is modified as follows:

ITS RFP Response Checklist

RFP Response Checklist: These items should be included in your response to RFP 3568.

- _____ 1) One clearly marked original response and thirteen (13) identical copy/copies of the complete proposal with accompanying electronic copy in Adobe Acrobat latest version. Label the front and spine of the three-ring loose-leaf binder and each CD with the Vendor name and RFP number. Include the items listed below inside the binder. Please DO NOT include a copy of the RFP in your binder.
- _____ 2) *Submission Cover Sheet*, signed and dated. (Section I)
- _____ 3) *Proposal Bond*, if applicable (Section I)
- _____ 4) *Proposal Exception Summary*, if applicable (Section V)
- _____ 5) Vendor response to *RFP Questionnaire* (Section VI)
- _____ 6) Point-by-point response to *Technical Specifications* (Section VII)
- _____ 7) *References* (Section IX)

COST PROPOSAL - Vendor's Cost Information Submission Form (Section VIII) must be submitted as a separate sealed proposal that is clearly marked: "Cost Proposal in Response to RFP 3568 – Do Not Open."

Include items 8 – 11 listed below inside the cost proposal binders.

Originals and copies should be provided in three-ring loose-leaf binders.

The front and spine of the three-ring loose-leaf binder and each CD should be labeled with the Vendor name and RFP number.

- 8) One (1) clearly marked original cost proposal
- 9) Two (2) identical copies of the cost proposal
- 10) One (1) clearly marked original electronic copy (on CD) of the cost proposal in Excel latest version
- 11) Two (2) electronic copies (on CD) of the cost proposal in Excel latest version

If a Vendor encloses the separately sealed cost proposals in a larger package for mailing, the Vendor must clearly mark the outermost package: "Contains Separately Sealed Technical and Cost Proposals for RFP 3568."

4. **Section II Proposal Submission Requirements, Item 8.1 is being modified by the addition of the following sentences to the end of the specification:**

There shall be no reference to cost in this response.

The Vendor is required to submit one clearly marked original and two (2) identical copies of the *Cost Information Submission* as outlined in Section VIII with accompanying electronic copy in Microsoft Excel latest version. **Vendor's cost summary must be submitted as a separate sealed proposal.** Cost proposal may be returned unopened if the proposed offering of the vendor does not meet the minimum criteria for consideration.

5. Section VII Technical Specifications, Item 3.11 RFP Project Schedule is amended as follows:

Task	Date
First Advertisement Date for RFP	06/24/08
Second Advertisement Date for RFP	07/01/08
Mandatory Vendor Conference	07/11/08 @ 10 a.m.
Deadline for Vendor's Written Questions	07/16/08
Deadline for Questions Answered and Posted to ITS Web Site	08/05/2008
Open Proposals	08/19/2008
Evaluation of Proposals	08/19/2008 – 09/23/2008
Vendor Onsite Presentations	09/26/2008 – 10/01/2008
MMRS Steering Committee Presentation	10/14/2008
ITS Board Presentation	10/16/2008
Contract Negotiation	10/15/2008– 10/30/2008
Proposed Project Implementation Start-up	11/03/2008

6. Section VII Technical Specifications, Item 8.3 is being modified to read:

8.3 Cost proposals may not be considered and may be returned unopened for any proposal scoring less than 80% of technical specifications (exclusive of evaluation points for cost and Value-Add) in a COTS solution (base product without customization). This 80% requirement may not be met with modifications or bolt-on software that has not been previously bundled with the proposed solution.

7. Section VII Technical Specifications, Item 9.1, the first sentence is being modified to read:

9.1 Vendor must propose all costs for a turnkey solution, including software licenses, installation, implementation/configuration, and training in the Cost Information Submission (Section VIII) as a separate, sealed proposal. Vendor must agree that all proposed costs (including software licenses, implementation services, training, hosting services, maintenance/support, etc.) provided in the Cost Information Submission (Section VIII) are valid for two years following

Phase I system acceptance unless the Vendor's then current price is less than the proposed amount.

8. Exhibit L Requirements Matrix, Instructions Tab, Item 4 is being modified to read:

- 4. In addition to the response required in item 3, Vendor must provide details explaining how their proposed solution meets each specification. These details must either be provided in the Vendor Response column, or in a separate document for information that cannot be incorporated in a spreadsheet column (e.g. screen snapshots, images, text beyond Excel cell limitations). If these details are provided in a separate document, details must be clearly identified with their corresponding RFP specification numbers or the Vendor risks disqualification. These details can be provided at level 3 where appropriate (for example, Vendor could provide all of the details required in 4.9.1.1 - 4.9.1.6 in the Vendor Response column for 4.9.1); however Vendor MUST respond to each row as described in item 3 above.**

9. Exhibit L Requirements Matrix is being modified by the addition of Item 4.5.17 as follows:

- 4.5.17 Vendor must provide information concerning their user group participation (e.g., frequency, number of participation) and email collaboration (e.g., listserv) provision.

RFP responses are due August 19, 2008, 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 Sheila Kearney at 601-359-2686 or via email at Sheila.Kearney@its.state.ms.us.

cc: File 36880