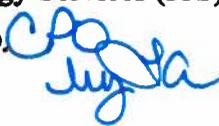


RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3721 for the Mississippi Department of Information Technology Services (ITS)

From: Craig P. Orgeron, Ph.D. 

Date: May 3, 2013

Subject: Responses to Questions Submitted and Clarifications to Specifications

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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: Section IV, Legal and Contractual Information, Item 37. Performance Bond/Irrevocable Bank Letter of Credit:

Per Section IV, Legal and Contractual Information, Item 37, “the cost of the bond or letter of credit must be shown as a separate line item in the Cost Information Submission.”

Can you tell us what percentage of the total contract cost this performance bond should be estimated as?

Response: Please note in Section IV, Item 37, “The Vendor is not required to include the price of a performance bond or irrevocable bank letter of credit with its RFP proposal.”

Question 2: Section VII, Technical Specifications, 3. General Overview and Background, Item 3.4:

Many of these services are provided at significant discounts to educational entities. Can you tell me how many of these users will be educational customers and how many will be state agencies?

Response: Only state agencies are provided moderator codes for teleconferencing services managed by ITS. As a reference, there are 263 moderator codes currently assigned to agencies. We have no way to determine the number of users at public universities, community colleges, and K-12 schools that may utilize these services.

Question 3: Section VII, Item 3.5:

While it states the number of connections and minutes, many of these services are now licensed by named users and include unlimited usage as part of the plan. What is the total number of users that will be using these services?

If the expectation is that users will use these services from their desktops or away from the office, then those users need a license. If the expectation is that they will use them from a conference room, then just the conference room would need a license. If this is unknown, is it acceptable to just list the price per user in the RFP?

Response: We do not have a total number of users that we can provide you in response to this question; however, we currently have a total number of 263 moderators that have the capability to set up their own conference calls. These calls may include routine participants or be open to outside individuals, depending on the subject matter being discussed.

The expectation is that users will utilize services from their desktops, away from the office and also from a conference room. We anticipate vendors providing a unit cost (per participant), rather than a lump sum cost.

Question 4: Please elaborate on what is meant by Ports used in Section VII, Section 3.

Response: The term "Ports" in Item 3.5 was used to indicate the number of individuals that dialed into the audio-conference bridge, including moderators and participants, during the specified month and for the number of minutes indicated.

Question 5: Section VII, Item 3.6:

How many licensed users have conducted web meetings over the last 3 – 6 months?

Response: While we are unable to tell you the number of licensed users that have conducted web meetings over the last 3-6 months, we can tell you that we have 263 moderators that have the capability to conduct audio conference calls. A web sharing feature is currently included as part of the audio conferencing service. The majority of our conference calls are audio;

however, we anticipate that web conferencing (as part of the audio conference call) will continue to increase over the next several years.

RFP responses are due 5/14/2013, 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 Kay-Lynn Meador at 601-432-8001 or via email at kaylynn.meador@its.ms.gov.

cc: ITS Project File Number 40239