
RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3736 for the Mississippi Department of Information Technology Services (MDITS)

From: Craig P. Orgeron, Ph.D.

Date: October 14, 2013

Subject: Responses to Questions Submitted and Clarifications to Specifications

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RFP Number 3736 is hereby amended as follows:

1. **Section VII EPL Overview, Item 2.2 is modified to read:**
 - 2.2 The RFP is available for review on the ITS Website at <http://www.its.ms.gov/procurement/pages/3736.aspx>
2. **Section VIII Technical Specifications, Item 5.3 is modified to read:**
 - 5.3 Modifications to the EPL RFP Vendor Registration link are being finalized, and it will be available for use in the near future. Vendors will be notified via the ITS website when the link is operational. Provided below is an outline of the steps for the registration process:
3. **Section XI Marketing/Sales Report, Item 6.3, Community Colleges link on page 64 is replaced by:**
 - Community Colleges (CC)
<http://www.ms.gov/content/Pages/CollegesUniversities.aspx>
4. **Appendix A: Standard Contract – Non ARRA, Article 41 Transparency link on page 81 is replaced by:**
<http://www.transparency.mississippi.gov>

5. **Appendix B: Standard Contract – ARRA, Article 41 Transparency link on page 97 is replaced by:**

<http://www.transparency.mississippi.gov>

6. **Appendix B: Standard Contract – ARRA, Exhibit A, paragraph (c) on page 98 is replaced by:**

(c) Recipients and their first tier recipients must maintain current registrations in the System for Award Management (SAM) (<https://www.sam.gov>) at all times during which they have active federal awards funded with Recovery Act funds. SAM is the official U.S. Government system that consolidated the capabilities of the Central Contractor Registration (CCR) and other vendor registration systems. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (<http://www.dnb.com>) is one of the requirements for registration in the System for Award Management.

7. **Appendix B: Standard Contract – ARRA, Exhibit A, OMB Circular A-133 link in Item (b) on page 105 is replaced by:**

http://www.whitehouse.gov/sites/default/files/omb/assets/OMB/circulars/a133_compliance/2013/pt6.pdf

8. **Appendix B: Standard Contract – ARRA, Exhibit A, Required Provision to Comply with NEPA and NHPA on page 107 is replaced by:**

Required Provision to Comply with NEPA and NHPA
Construction, Renovation, and Remodeling Projects Only

ARRA funded projects may be required to comply with the National Environmental Policy Act (NEPA), the National Historic Preservation Act (NHPA), and related statutes, including requirements for plans and projects to be reviewed and documented in accordance with those processes. If the ARRA program from which funds are to be expended requires such language, then NEPA and NHPA requirements may need to be included in contracts or sub-grants. Such language would be dependent on federal oversight agency guidance.

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: See Section VIII Technical Specifications, Item 5.3.1. The link for EPL RFP Vendor Registration does not appear to be working, is there another link?
www.ms.gov/its/epl_registration/

Response: **Modifications to the EPL RFP Vendor Registration link are being finalized, and it will be available for use in the near future. Vendors will be notified via the ITS website when the link is operational. See Amendment #2 above.**

Question 2: Will the RFP be awarded to only one vendor? If each Value Added Reseller (VAR) replies with their own cost structure and the lowest wins, are they the only ones who can sell off of the EPL? Or, can other VARs match that price and be allowed to sell under the EPL?

Response: **Section VII – EPL Overview, Item 2.9 states, “It is the intent of ITS that an EPL is a multi-award list. However, ITS reserves the right to make a single award EPL.”**

The State will select the lowest and best proposal response(s) for this award. The awarded vendor(s) will be the only one(s) permitted to sell from the Microsoft EPL.

Question 3: We understand ITS reserves the right to split the award among multiple vendors. Is there a limit to how many vendors can be awarded part of this contract?

Response: **There is no limit set for the multi-award list.**

Question 4: Would ITS prefer the submitted vendor references to be other statewide contracts or other customers that utilize Microsoft products and services?

Response: **ITS does not have a preference provided the reference is similar in size and scope. See page 58, Section X, References, Item 1.4 in the RFP.**

Question 5: How does ITS define “subcontractor” for the purposes of this RFP?

Response: **Any third-party individual or business under contract with the vendor to supply or assist with supplying Microsoft products and/or services to state entities on the vendor’s behalf.**

Question 6: Are Microsoft professional services included in this contract?

Response: **No, refer to Section VIII Technical Specifications, Item 6 General Requirements. This RFP is specifically for the following products:**

- **Microsoft Government Select Plus**
- **Microsoft Academic Select Plus**
- **Microsoft Enterprise Agreement**
- **Microsoft Campus Agreement/Enrollment for Education Solutions (EES) Agreement**
- **Microsoft School Agreement**

Question 7: See Section VIII Technical Specifications, Item 7.3 Training/Support. In Items 7.3.1 and 7.3.2, ITS states the vendor is not required to provide training or support services for using the Microsoft software. In Items 7.3.3 and 7.3.4, ITS states the vendor must describe how they will help train or inform customers

about licensing requirements using seminars or technical briefings. The RFP does not state to include cost of licensing training within the cost proposal. Can you please clarify your expectations on these training sessions?

Response: With regard to Items 7.3.3 and 7.3.4, vendors are expected to provide information needed to make licensing purchases or renewal decisions at no cost to customers.

The State views the educational seminars and technical briefings referenced in Item 7.3.4 as business strategies or methods sometimes used by vendors to inform the customer of licensing options or solutions that customers may need. As stated in the RFP, vendors must indicate if they are willing to provide seminars or briefings and how they will be provided. However, vendors are not required to provide them.

Question 8: ITS has provided a section to submit Proposal Exceptions in Section V of this RFP document. The language in Appendix A Standard Contract – Non-ARRA and Appendix B Standard Contract – ARRA states that “due to the need for uniformity among EPL Vendors, the terms of the Master Purchase Agreement are non-negotiable.” Are vendors allowed to submit exceptions for Appendix A and Appendix B, as we have in the past?

Response: Yes.

Question 9: Can we designate any sections of our proposal response as “confidential” or “proprietary”?

Response: Yes, but vendors should be aware that any information in a proposal may be subject to disclosure or reproduction under The Mississippi Public Records Act of 1983, Mississippi Code Section 25-61-1 et seq. See page 21, Section IV, Item 34 of this RFP. More information on the ITS Public Records Policy can be found at the following link: <http://dsitspe01.its.ms.gov/its/procman.nsf/f4ad43bd44ad9d8c86256daa0063e1f0/bb780b5a8360c3138625765d004e4aff?OpenDocument>

Question 10: Why is ITS going out to bid for this contract, without exercising their “optional” years for the current contract ?

Response: ITS maintains a three year EPL life cycle in light of continuously improving technology, changes in licensing requirements and declining prices. New EPL cycles ensure an open, fair and competitive procurement process and provide opportunities for new vendors to participate.

RFP responses are due October 22, 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 40638