

RFP 3748 Clarifications Memorandum

To: Vendors Responding to RFP Number 3748 for the Mississippi Department of Information Technology Services (ITS)
From: Craig P. Orgeron, Ph.D.
Date: June 1, 2017
Subject: Clarifications to Specifications and Extension of EPL RFP 3748
Contact Name: Susan McMichael
Contact Phone Number: 601-432-8118
Contact E-mail Address: epl.team@its.ms.gov

RFP Number 3748 is hereby amended as follows:

1. Title page, second box is modified as follows:

~~Kay Lynn Meador or Tina O'Neal~~ **EPL Team**
Technology Consultant
Information Technology Services
3771 Eastwood Drive
Jackson, MS 39211
(601) 432-8001 or (601) 432-8162 **(601) 432-8000**
~~KayLynn.Meador@its.ms.gov or TinaOneal@its.ms.gov~~ **epl.team@its.ms.gov**

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

PROPOSAL, SUBMITTED IN RESPONSE TO
RFP NO. 3748

~~due @ 3:00 p.m., CST~~

Select the applicable date/time:
due November 15, 2017 at 3:00 p.m., CST
due May 15, 2018 at 3:00 p.m., CST
due November 15, 2018 at 3:00 p.m., CST

ATTENTION: Kay Lynn Meador EPL Team

3. Section II: Communications with State, Item 14.1 is amended as follows:

The State's contact person for the selection process is: ~~Kay-Lynn Meador, Technology Consultant, ITS EPL Team~~, 3771 Eastwood Drive, Jackson, MS 39211, ~~601-432-8001, KayLynn.Meador@its.ms.gov. 601-432-8000, epl.team@its.ms.gov.~~

4. Section IV: Legal and Contractual Information, Items 13.1, 13.2, and 13.3 under Requirement for Electronic Payment and Invoicing are amended as follows:

13.1 Payments to the awarded Vendor for all goods and services acquired under this RFP by state agencies that make payments through the ~~Statewide Automated Accounting System ("SAAS")~~ **Mississippi State Government's Enterprise Resource Planning (ERP) solution ("MAGIC")** will be made electronically, via deposit to the bank account of the Vendor's choice. The awarded Vendor must enroll and be activated in PayMode™, the State's current vehicle for sending and receiving electronic payments, prior to receiving any payments from state agencies. There is no charge for a Vendor to enroll or receive payments via PayMode. For additional information on PayMode, including registration instructions, Vendors should visit the following website: <http://portal.paymode.com/ms/>. Vendors may also request assistance from the Mississippi Management and Reporting System (MMRS) Call Center regarding PayMode registration by contacting mash@dfa.ms.gov.

13.2 For state agencies that make payments through ~~SAAS~~ **MAGIC**, the awarded Vendor is required to submit electronically all invoices for goods and services acquired under this RFP, along with appropriate supporting documentation, as directed by the State.

13.3 Items 13.1 and 13.2 only apply to state agencies that make payments through ~~SAAS~~ **MAGIC**. Payments and invoices for all other entities will conform to their standard methods of payment to contractors.

5. Section VI: RFP Questionnaire, Items 1 and 1.1 are modified as follows:

1. ~~Statewide Automated Accounting System (SAAS)~~ **Mississippi's Accountability System for Government Information and Collaboration (MAGIC)** Information for State of Mississippi Vendor File

1.1 ~~SAAS~~ **MAGIC** Vendor Code: Any Vendor who has not previously done business with the State and has not been assigned a ~~SAAS~~ **MAGIC** Vendor code ~~should furnish a signed copy of an IRS W-9 form with the proposal. A copy of the W-9 Form can be obtained at the following link on the ITS website:~~ <http://www.its.ms.gov/Procurement/Pages/Vendor.aspx> **should visit the following link to register:**

https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100

Vendors who have previously done business with the State should furnish ITS with their SAAS Vendor code **may obtain their MAGIC Vendor code and all Vendors may access additional Vendor information at the link below.**

<http://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/supplier-self-service/>

All Vendors must furnish ITS with their MAGIC Vendor code.

MAGIC Vendor Code: _____

SAAS Vendor Code: _____ OR Signed W-9 Form Attached: _____

6. Section VIII: EPL Process Specifications, Item 3.5, is amended as follows:

The EPL produced from these proposals will be valid through ~~April 30, 2017~~ **May 30, 2019.**

7. Section VIII: EPL Process Specifications, Items 4.1, 4.1.1, 4.1.2, and 4.1.3 under Statement of Understanding are amended as follows:

4.1 Vendors may request additional information or clarifications to this RFP using ~~the following procedure:~~ **by contacting the EPL Team by email at epl.team@its.ms.gov or by phone at 601-432-8000.**

~~4.1.1 Vendors must clearly identify the specified paragraph(s) in the RFP that is in question.~~

~~4.1.2 Vendor must deliver a written document to Kay-Lynn Meador at ITS by Friday, March 28th at 3:00 p.m. Central Time. This document may be delivered by hand, mail, email, or fax. Address information is given on page one of this RFP. The fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF QUESTION DOCUMENTS. It is solely the responsibility of the vendor that the clarification document reaches ITS on time. Vendors may contact Kay-Lynn Meador to verify the receipt of their document. Documents received after the deadline will be rejected.~~

~~4.1.3 All questions will be compiled and answered, and a written document containing all questions submitted and corresponding answers will be posted on the ITS website by close of business on Friday, April 11th, 2014.~~

8. Section VIII EPL Process Specifications, Item 5, RFP Project Schedule is amended as follows:

Task	Date
First Advertisement Date for RFP	03/11/2014
Second Advertisement Date for RFP	03/18/2014

Deadline for Vendor's Written Questions	3:00 P.M. Central Time on 03/28/14
Deadline for Questions Answered and Posted to ITS Website	04/11/14
Open Proposals (due date)	04/24/2014 3:00 P.M. Central Time
Evaluation of Proposals	04/24/2014 – 05/15/2014
EPL Approval Notifications Sent to Vendors (Tentative)	05/15/2014
Contract Execution	05/15/2014 – 5/30/2014
E-911 PSAP EPL 3748 Publish Date (Tentative)	06/01/2014
Updates for <u>Awarded Vendors</u> : awarded vendors may optionally submit product and pricing changes once each month by close of business on or before the 15 th day* of each month. Products may be added, edited or deleted. Prices may be <u>lowered</u> at any update. Prices may only be <u>raised</u> in May and November.	06/01/2014 – 05/31/2017 05/31/2019 or until replacement RFP is released
<u>New Vendors</u> : Proposals from new vendors may be submitted at the close of business on or before the 15th day* for the months of November and May. Proposals for new sellers may be submitted by 3:00 p.m. Central Time at these 6 month updates.	11/15/2014, 5/15/2015, 11/15/2015, 5/15/2016, 11/15/2016, 11/15/2017, 5/15/2018, 11/15/2018 at 3:00 p.m. Central Time
E-911 PSAP EPL 3748 Expiration Date	05/31/2017 05/31/2019
*In those instances where the 15 th is a weekend, updates/proposals are accepted the first business day thereafter.	

9. Section XI: Manufacturer Sponsoring Reseller Group Questionnaire, Manufacturer Sponsoring Reseller Group Form is modified as follows:

~~Kay-Lynn Meador~~ **EPL Team**
Information Technology Services
3771 Eastwood Drive
Jackson, MS 39211
Phone: ~~601-432-8001~~ **601-432-8000**
E-Mail: ~~KayLynn.Meador@its.ms.gov~~ **epl.team@its.ms.gov**

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

If you have any questions concerning the information above or if we can be of further assistance, please contact Susan McMichael at 601-432-8118 or via email at epl.team@its.ms.gov.

cc: ITS Project File Number 40728/42995

