

RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3759 for the Mississippi Department of Revenue (DOR)
From: Craig P. Orgeron, Ph.D.
Date: June 16, 2014
Subject: Responses to Questions Submitted and Clarifications to Specifications
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RFP Number 3759 is hereby amended as follows:

- Section VII Technical Specifications, Item 11.5 is being modified to read:**
“The Vendor must specify annual costs for up to five years in Section VIII Cost Information Submission and ~~specify to include~~ details for providing annual maintenance and support beyond the warranty period ~~for a one-year period.~~”
- Section VII Technical Specifications, Item 11.9 is being added to read:**
“DOR has an existing hardware and software maintenance agreement with Fairfax Imaging.” Should Fairfax Imaging be awarded this RFP, then DOR desires to add this new equipment to that existing contract which expires December 31, 2015.”
- Section VIII Cost Information Submission has been revised and is attached to this Memorandum. Vendors must submit the REVISED Cost Information Submission with their proposal response.**

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.

The following question was submitted to ITS and is being presented as it was submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question: Please kindly advise of the length of the initial contract period. Is the length of the initial period for one (1) year or longer? Additionally, will the contract allow

for renewal and/or extension of the contract period? If yes, is there is a limit on how many years the contract can be renewed or extended to? For example, will the contract permit only two (2) twelve month renewal periods or longer?

Response: The awarded Vendor and the State will execute a Purchase Agreement. A draft of this Purchase Agreement has been incorporated into the RFP as Exhibit A. The Purchase Agreement has no initial term. However, for maintenance, refer to Clarification Numbers 1, 2 and 3 of this Memorandum.

RFP responses are due Thursday, July 10, 2014, 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 Tangela Harrion at 601-432-8112 or via email at Tangela.Harrion@its.ms.gov.

Enclosure: Section VIII, *Revised Cost Information Submission*

cc: ITS Project File Number 41143

**REVISED SECTION VIII
COST INFORMATION SUBMISSION**

Vendors must propose a summary of all applicable project costs in the matrix that follows. The matrix must be supplemented by a cost itemization fully detailing the basis of each cost category. The level of detail must address the following elements as applicable: item, description, quantity, retail, discount, extension, and deliverable. Any cost not listed in this section may result in the Vendor providing those products or services at no charge to the State or face disqualification. Vendors may add rows, if needed.

Part Number	Description	Quantity	Escalation Rate	Unit Price	Extended Price
Hardware:					
Software License:					
Hardware Maintenance:					
	Year 1				
	Year 2				
	Year 3				
	Year 4				
	Year 5				
Software Maintenance:					
	Year 1				
	Year 2				
	Year 3				
	Year 4				
	Year 5				
Additional Costs:					
Installation					
Training					
Other (Please Specify)					

*Vendors must list any shipping costs separately.

Fully Loaded Hourly Change Order Rate: _____