

## RFP Questions and Clarifications Memorandum

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**To:** Vendors Responding to RFP Number 3744 for the Mississippi Department of Information Technology Services (ITS)

**From:** Craig P. Orgeron, Ph.D.

**Date:** April 11, 2014

**Subject:** Responses to Questions Submitted and Clarifications to Specifications

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**RFP Number 3744 is hereby amended as follows:**

**1. ITS RFP Response Checklist is modified to read:**

RFP Response Checklist: These items should be included in your response to RFP No. 3744

- \_\_\_\_\_ 1) One clearly marked original response of the complete proposal. Label the front and spine of the three-ring loose-leaf binder 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 the 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) ~~Vendor response to *EPL Overview* (Section VII)~~ Point-by-point response to *EPL Process Specifications* (Section VIII)
- \_\_\_\_\_ 7) ~~Point-by-point response to *Technical Specifications* (Section IX)~~ Vendor response to *Cost Information Submission for Sellers* (Section X)
- \_\_\_\_\_ 8) ~~Vendor response to *Cost Information Submission for Sellers* (Section X)~~ Vendor response to *Manufacturer Sponsoring Reseller Group*

Questionnaire (Section XI)

- \_\_\_\_\_ 9) *References* (Section XIII)
- \_\_\_\_\_ 10) Vendor response to *Sales Reporting*, if applicable (Section XII)
  - Incumbent Vendors awarded under current Two-Way Radio EPL 3657 must submit Vendors' sales report with the proposal response to RFP 3744
- \_\_\_\_\_ 11) Vendor has paid the proposal submission fee per the directions in ~~*Technical Specifications* (Section IX)~~ *EPL Process Specifications* (Section VIII)
- \_\_\_\_\_ 12) *EPL Master Purchase Agreement* (Appendix A or B), two copies of signature page with original signatures. (Sellers only)

**Note:** Items 2, 4, 5, 6, 7, 9, 10 and 12 above require only the Sellers to respond. Item 8 requires manufacturers' response only. Manufacturers and Sellers must respond to Items 11.

**2. Section II: Proposal Submission Requirements, Item 9.1 is modified to read as follows:**

The Vendor is required to submit one (1) clearly marked original response and ~~three (1) identical copy/copies of the complete proposal~~, including all sections and exhibits, in three-ring binders.

**3. Section VIII: Process Specifications, Item 7.2.1 is modified to read as follows:**

Manufacturers sponsoring a Reseller Group may submit a Reseller Group response at any time after the original RFP opening date of April 24, 2014 until the release of the next Two-Way Radio EPL RFP, which is tentatively planned for April ~~June~~ 1, 2017.

**4. Section VIII: Process Specifications, Item 11.6.2 is modified to read as follows:**

Reference to contract term: "This EPL expiration date: ~~Website is valid through~~ May 31, 2017"

**5. Section VIII: Process Specifications, Item 11.6.4 is modified to read as follows:**

Link to the ITS EPL Interactive Website:  
<http://www.its.ms.gov/Procurement/Pages/EPL-Interactives.aspx>  
<http://www.its.ms.gov/Procurement/Pages/EPLs.aspx>

**6. Section XII: Marketing / Sale Report, Item 6.1.1 is modified to read as follows:**

~~Date~~ Purchase Order Date

**7. Section XII: Marketing / Sale Report, Item 6.2 is modified to add the following:**

K-12  
<http://www.mde.k12.ms.us/map?ShowList=1>

**8. Section XII: Marketing / Sale Report, Item 7.6 is modified to read as follows:**

~~It is not necessary to submit a paper copy of your marketing/sales report. The marketing/sales report must be submitted via email as an Excel file. Notification will be sent on where to send email.~~

**9. Section XII: Marketing / Sale Report, Item 7.8 is modified to read as follows:**

~~Incumbent Vendors awarded under Two-Way Radio EPL ITS must submit their 2013 report with their proposal response to RFP 3744 in response to this section, showing sales thus far in 2014. Incumbent Vendors awarded under Two-Way Radio EPL ITS must submit their 2013 report with their proposal response to RFP 3744 in response to this section, showing sales thus far in 2014. This report must be sent in Excel.~~

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 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 VII, EPL Overview, Item 4; Section VIII, EPL Process Specifications, Items 8.1, 8.5, 8.6, 8.7, and 9.5.4:

“Not-to-exceed pricing” is referenced multiple times within this RFP. Is it the state’s intent to receive a capped price for each part number, and the manufacturer can provide a lower price and then increase to the capped rate over the term of the contract? Please elaborate on “Not-to-exceed pricing” and the update limitations on pricing.

**Response:** “Not-to-exceed pricing” is the price the manufacturer sets for a product, replacement part or service (labor or travel). The seller may sell the product, replacement part or service at or below the “not-to-exceed pricing”, but may not sell above the set price.

**Question 2:** Section VIII, EPL Process Specifications, Items 11:

Please confirm that prices can be increased at any time as section III. 11 states otherwise.

**Response:** Yes, prices can be increased at any time. However, the proposed discount level must remain the same.

**Question 3:** Section XIII, References:

Are manufacturers required to submit Value-added Vendors References in the manufacturer's response?

**Response:** No, each seller is responsible for submitting Value Added Vendor references as part of their RFP proposal response.

If the manufacturer plans to sell directly off the EPL and alongside ITS' Sellers, then the manufacturer should submit Value Added Vendor references as part of their RFP proposal response.

**Question 4:** Section VIII, EPL Process Specifications, Items 14:

Are manufacturers required to submit Value added Vendors Service fees in the manufacturer's response?

**Response:** No, each seller is responsible for submitting their own Value Added Vendor service fees as part of their RFP proposal response.

**Question 5:** Appendix A – B, Master Purchase Agreement:

Are manufacturers required to submit the entire purchase agreement?

**Response:** No, for whichever version of the Master Purchase Agreement selected, Vendor must: make two (2) photocopies of the signature page of the Master Purchase Agreement and fill in your company name in the appropriate blanks. Both copies must be executed with original signatures by the authorized officer of your company. Return both copies in your RFP binder. Only the two executed copies of the signature page of the agreement should be returned.

After the evaluations are complete, ITS will send each approved Vendor who will be selling directly, a completed Master Purchase Agreement executed by ITS.

RFP responses are due April 24, 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 Kenny Wilson at 601-432-8218 or via email at kenny.wilson@its.ms.gov.

cc: ITS Project File Two-Way Radio EPL