

RFP 3744 Clarifications Memorandum

To: Vendors Responding to RFP Number 3744 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 3744
Contact Name: Susan McMichael
Contact Phone Number: 601-432-8118
Contact E-mail Address: epl.team@its.ms.gov

RFP Number 3744 is hereby amended as follows:

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

Kenny Wilson or Tina O'neal **EPL Team**
Technology Consultant
Information Technology Services
3771 Eastwood Drive
Jackson, MS 39211
(601) 432-8218- **(601) 432-8000**
Kenny.Wilson@its.ms.gov or Tina.Oneal@its.ms.gov **epl.team@its.ms.gov**

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

PROPOSAL, SUBMITTED IN RESPONSE TO
RFP NO. 3744
~~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: ~~Kenny Wilson~~ **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: ~~Kenny Wilson, Technology Consultant,~~ **ITS EPL Team**, 3771 Eastwood Drive, Jackson, MS 39211, 601-432-8218, ~~Kenny.Wilson@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 VII: EPL Overview, Item 8.6 is amended as follows:

8.6 Products or services purchased in conjunction with EPL products that are not specifically described and authorized on the published EPL are “Non-EPL Items” and the authority for purchasing such items must come from public purchasing dollar limitations or other procurement tools. An item being substituted through the substitution policy outlined above is still considered an EPL item. Customer must keep a printed copy of the Manufacturer EPL Website page showing the products being purchased as well as the written explanation regarding the substitution. Non-EPL items should be listed ~~as such on the purchase order or Vendor quotation to avoid confusion and for later audit purposes.~~ on a separate purchase order and Vendor quotation to avoid confusion and allow MAGIC customers to correctly enter the purchase order information into MAGIC.

7. Section VIII: EPL Process Specifications, Item 3 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 03/28/2014
Deadline for Questions Answered and Posted to ITS Web Site	04/11/2014
Open Proposals	04/24/2014
Evaluation of Proposals	04/24/2014 – 05/15/2014
EPL Approval Notifications Sent to Vendors	05/15/2014
Contract Execution	05/15/2014 – 05/31/2014
Two-Way Radio EPL 3744 Publish Date	06/01/2014
New manufacturers may submit proposals for Reseller Groups and Manufacturer EPL Websites to be processed by ITS as time permits	06/01/2014 – 03/31/2017 05/31/2019 or until replacement RFP is released

Proposals for new sellers may be submitted by 3:00 p.m. Central Time at these 6 month updates	11/15/2014, 05/15/2015, 11/15/2015, 05/15/2016, 11/15/2016, 11/15/2017, 5/15/2018, 11/15/2018, 3:00 p.m. Central Time
Two-Way Radio EPL 3744 Expiration Date	05/31/2017 05/31/2019

8. Section VIII: EPL Process Specifications, Item 7.1 New Sellers, is amended to add the following sub-items:

7.1.1.6 11/15/2017

7.1.1.7 05/15/2018

7.1.1.8 11/15/2018

9. Section VIII: EPL Process Specifications, Item 7.2.1 is amended as follows:

7.2.1 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 June 1, 2017 2019.

10. Section VIII: EPL Process Specifications, Item 11.13.1 is amended as follows:

11.13.1 ~~Tina O'Neal on the~~ **The** EPL Team will coordinate and approve Manufacturer EPL Websites during the EPL term. You may address questions directly to ~~Anthony at:~~ **the EPL Team by email at epl.team@its.ms.gov or by phone at 601-432-8000.**

Tina O'Neal
601-432-8162
tina.oneal@its.ms.gov or eplteam@its.ms.gov

11. Section VIII: EPL Process Specifications, Items 12.1, 12.1.1, 12.1.2, and 12.1.3 under Statement of Understanding are amended as follows:

12.1 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.**

~~12.1.1 Vendors must clearly identify the specified paragraph(s) in the RFP that is in question.~~

~~12.1.2 Vendor must deliver a written document to Kenny Wilson at ITS by March 28, 2014 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.~~

~~12.1.3 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.~~

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

~~Kenny Wilson~~ EPL Team
Information Technology Services
3771 Eastwood Drive
Jackson, MS 39211
Phone: ~~601-432-8218~~ 601-432-8000
E-Mail: ~~kenny.wilson@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 susan.mcmichael@its.ms.gov.

cc: ITS Project File Number 40729/42992