

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 39071(b), dated October 26, 2011 for the Mississippi Department of Human Services (MDHS)

From: Craig P. Orgeron, Ph.D.

Date: November 18, 2011

Subject: Responses to Questions Submitted and Clarifications to Specifications

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LOC Number 39071(b) is hereby amended as follows:

- Item 6.4 is being modified to read as follows.** “An *Experience Information and References Workbook* (Attachment E) must be completed for each individual proposed and submitted as part of the Vendor’s proposal. **This information must be completed and returned to ITS in the Excel document distributed with the LOC.** Each workbook includes ~~1~~ **3 sheets** listing the specifications included in items 5.2, 5.3, and 5.4 of the LOC. An example of how to complete this workbook is attached to the LOC as Attachment D. Proposals received without an *Experience Information and References Workbook* for each proposed individual will be eliminated from consideration. Proposals containing *Experience Information and References Workbooks* that are incomplete may be eliminated, in whole or in part, from further consideration.”
- Attachment E has been revised and is attached to this Memorandum. Vendors must submit with their proposal response the revised Attachment E.

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: Per 1.1 “beginning with Item 3, label and respond to each outline point as it is labeled in the LOC.” Please confirm that “Item 3” refers to the schedule on Page 2, and that we are to include the entire following 29 pages of the LOC in our proposal, with a response to each item on those 29 pages (pages 2-30 inclusive).

Response: **Yes, begin labeling with your response to Item 3, Procurement Project Schedule and intersperse your response to each item until Page 30 of the LOC Number 39071(b).**

Question 2: Is this a new position or is there an incumbent?

Response: **Refer to the last sentence of Item 2, General Overview and Background.**

Question 3: Is this renewal for existing contractor/incumbent in place @ MSDH OR Is this a complete NEW Position? Why is this position open?

Response: **Refer to the response to Question 2.**

Question 4: Would any Travel be required?

Response: **There could be a minimal amount of travel required but it is unlikely. Refer to Item 6.2 of this LOC.**

Question 5: Per 6.4, the attached workbook claims to have 3 tabs that must be completed, but actually only has one. The example completed workbook (Attachment D) also only has one tab. Please confirm that only the one tab needs to be completed, or provide an updated Attachment E with all three tabs.

Response: **For LOC Number 39071 (b), Attachment E only has one tab. Attached to this Memorandum is a revised Attachment E. Refer to Clarification Numbers 1 and 2 of this Memorandum.**

Question 6: Where should the copy of Attachment E be included in the response? Directly following the acknowledgement of section 6.4 or as an addendum?

Response: **Per Item 6.4, please submit Attachment E as a separate file in Excel.**

Question 7: Where should the resume be included in the response? Directly following the acknowledgement of section 6.9 or as an addendum?

Response: **The resumes can be included with your PDF, if you are submitting your response as a PDF, or they can be attached separately from your response.**

Question 8: Would a Face-to-Face interview be required for these position?

Response: **Per Item 6.12 on-site interviews may be required.**

Question 9: Per 6.16 “If the awarded vendor has a master agreement with ITS, it may not be necessary to negotiate a separate contract”. Please clarify if this opportunity is open to any vendor, or only vendors who already have a master agreement with the ITS?

Response: **This LOC is open to all Vendors that have a valid response to ITS’ General Consulting Services RFP 3645.**

Question 10: Regarding email submission, please confirm that you can receive PDF files and let us know any size restrictions.

Response: **Yes, ITS can receive PDF files. The maximum email size with attachments included that ITS can receive is 20MB. As stated in Item 12.1, Vendors should contact Tangela Harrion to verify the receipt of their proposals.**

Question 11: Regarding FAX submission, please let us know any page limits.

Response: **There are no known page limitations in ITS receiving a fax. As stated in Item 12.1, Vendors should contact Tangela Harrion to verify the receipt of their proposals.**

Question 12: It will be tough for any company to guarantee the candidate will be available in Feb 2012 as the date is quite far off? Any thoughts?

Response: **Vendors should propose candidates who are available to begin work on February 1, 2012. Should the Vendor’s proposed candidate no longer be available during the evaluation process, the proposed candidate will be eliminated from consideration. The Vendor can not submit substitutes.**

Question 13: If there are any training related to the project for the CONSULTANT provided, who pays for the COST?

Response: **If training is specific to the project and required by MDHS, then MDHS will incur the cost. MDHS will not pay for training as it relates to the skill set requirements for the awarded Vendor of this LOC.**

Question 14: Is there a budget or rate range already established for this position?

Response: **A budget range has been established for this project; however, MDHS is not releasing the budget information with this publication. All State Agency budgets are considered public record and may be viewed at www.dfa.state.ms.us.**

Question 15: "This new position will be responsible for "NEW development" and for transferring their current systems to a new platform." Can you please describe the existing platform and the NEW platform the agency will be going to?

Response: Existing applications use ADABAS and/or Microsoft SQL. New DB2 databases would need to be created and converted, with appropriate normalization, from existing ADABAS and Microsoft SQL databases. On occasion the DB2 DBA would need to assist MIS staff with DB2 issues as the agency transitions from ADABAS and/or Microsoft SQL to DB2.

Question 16: What kind of "NEW development" the DBA is expected to perform?

Response: Design and build of DB2 databases on an IBM z/OS mainframe. The new DB2 databases could be built from data in existing ADABAS or Microsoft SQL files or there could be a requirement to design and build DB2 databases for new applications that do not currently exist.

Question 17: How can one earn the "value add" 5 points? Does it have to do with the company or the consultant proposed?

Response: Value-Add points are typically not awarded on services-related procurements. The company and consultant proposed will be evaluated using the stated functional and technical requirements. Value-Add points would be awarded for services proposed beyond those requirements at no additional charge. Please refer to LOC Item 10.1.3.

LOC responses are due December 1, 2011, 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.

cc: ITS Project File Number 39071(b)