

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 41651, dated February 4, 2015 for the Mississippi Department of Human Services (MDHS)

From: Craig P. Orgeron, Ph.D.

Date: February 20, 2015

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Teresa Washington

Contact Phone Number: 601-432-8049

Contact E-mail Address: teresa.washington@its.ms.gov

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: Is this a renewal for an existing contractor/incumbent in place @ MDHS OR Is this a complete NEW Position ? Why is the position open ??

Response: **There is no existing contractor/incumbent in place. Work was previously performed by a state employee.**

Question 2: In case a consultant has left this position does the company providing the consultant gets any kind of preference over other vendors ?

Response: **Preference will not be given to any Vendor responding to this LOC, other than what is detailed in Item 5.4.**

Question 3: Are you planning to hire Only 1 or > 1 individual with this LOC ?

Response: **ITS anticipates making an award to one Vendor for one individual. Note that the State reserves the right to make additional awards based on the proposals received in response to this LOC. Please refer to Item 4.2 of the LOC.**

Question 4: As per "5.2.8 - Knowledge of Federal Assistance programs under the direction of Health and Human Services (specific to Temporary Assistance for Needy Families –TANF) & 5.2.9 - Knowledge of Federal Assistance programs under the direction of United States Department of Agriculture (specific to Supplemental

Nutrition Assistance Program – SNAP)." Since these are Mandatory requirement how can anyone have experience with these unless they have specifically worked with State of MS or other state agencies having similar projects ?

Response: **Items 5.2.8 and 5.2.9 reference federal programs, not programs specific to the state of Mississippi. Individuals proposed must meet or exceed the minimum experience requirements as outlined in the LOC. All individuals will be evaluated using the stated functional and technical requirements.**

Question 5: What %age of the programs are written in COBOL and what %age of the programs are written in NATURAL ? IS COBOL experience more important than NATURAL ?

Response: **70% of the programs are written in COBOL; 30% are written in Natural. Although COBOL is prevalent in MDHS' environment, individuals proposed must possess documented experience developing programs utilizing Natural as outlined in the LOC.**

Question 6: What size team will this consultant be working with ?

Response: **The team consists of ten people.**

Question 7: What percentage of the work done by the consultant would be
A) New Development
B) maintaining existing applications ?

Response: **A) 50%**
B) 50%

Question 8: Are these positions new or backfills?

Response: **Please see response to Question 1.**

Question 9: Are there incumbents in these positions?

Response: **Please see response to Question 1.**

Question 10: How many consultants does MDHS intend to hire for his contract?

Response: **Please see response to Question 3.**

Question 11: Will all candidates be required to an on-site interview, or is it possible for candidates to be selected for hire off of phone interviews?

Response: **Phone interviews are anticipated to occur before any on-site interviews. Candidates who score 50% or more telephone interview points may be required to attend an on-site interview.**

Question 12: Do you prefer local candidates?

Response: No. Location is not a factor in the award process. However, note that the awarded Vendor must perform the work in Jackson, Mississippi. Please refer to Item 8.2 of the LOC.

Question 13: Please describe technical environment these individuals will be working in.

Response: The environment consists of Adabas, COBOL, Natural, CICS, and JCL.

Question 14: Besides the 2 MDHS programmers supporting MAVERICS and the 1 programmer supporting JAWS, how many additional team members are working on this project?

Response: Please see response to Question 6.

Question 15: Approximately how much time will consultants be approved to work remotely?

Response: The awarded individual will work on-site during regular business hours. He/she will provide production support, along with the other team members, remotely on a rotating basis. Please refer to Items 8.2 and 8.4 in the LOC.

Question 16: Should consultants expect to work more than the standard 40 hour work week?

Response: The awarded individual will be on call for production support on a rotating basis. Please refer to Items 8.2 and 8.3 in the LOC.

Question 17: Please describe the work environment – independent work environment? Team-oriented environment?

Response: The work environment is team-oriented.

Question 18: What is the budget allocated to this project?

Response: A budget range has not been established for this engagement. However, all State Agency budgets are considered public record and may be viewed at www.dfa.state.ms.us.

LOC responses are due March 2, 2015, 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 Teresa Washington at 601-432-8049 or via email at teresa.washington@its.ms.gov.

cc: ITS Project File Number 41651