

## LOC Questions and Clarifications Memorandum

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**To:** Solicited Vendors for Letter of Configuration (LOC) 41118, dated April 22, 2014 for the MS Department of Human Services (MDHS)

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

**Date:** May 9, 2014

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

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**LOC 41118 is hereby amended as follows:**

**Section 4 STATEMENTS OF UNDERSTANDING has been amended to add the following:**

**4.10 The initially awarded Vendor will be precluded from responding to any subsequent procurements related to this project.**

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 there an incumbent?

**Response:** No.

**Question 2:** How many candidates can we submit?

**Response:** Reference Item 7.1. Vendors may propose no more than two individuals to be considered separately.

**Question 3:** Is there an incumbent for this contract? If so, are they eligible to bid on this contract?

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

**Question 4:** If a vendor was to win these Project Manager positions, will they then be precluded from bidding on all other project work that should come out of MDHS

during this contract engagement, such as MACWIS DDI or any other projects that they would have been involved with on the front end?

**Response:** **Yes. Please see amendment to Section 4 of the LOC above.**

**Question 5:** Can vendor take exception to any of the minimum requirements – Sections 5.2 to 5.5?

**Response:** **No. Items 5.2 through 5.4 are minimum specifications set forth by MDHS. Item 5.5 includes specifications that are not required; however, individual(s) proposed may be given additional consideration for meeting these specifications.**

**Question 6:** The additional skill set provided in section 5.5 looks more of experience in the SoM specific products. Can vendor take exception on this section, 5.5?

**Response:** **Please see response to Question 5.**

**Question 7:** Please confirm that the ideal candidate must have five years of experience developing or enhancing strategic plans that align agency business imperatives with technology initiatives.

**Response:** **Yes. This is a requirement.**

**Question 8:** Can you provide examples of the type of projects that will need to be planned, coordinated and implemented?

**Response:** **Various IT projects from current system upgrades to new system RFP development and DDI implementation.**

**Question 9:** Are tools used to track requirements? Example: Rational Requisite Pro or Rational Doors.

**Response:** **Not currently.**

**Question 10:** Are there specific tools with which candidate needs to be familiar that fall outside of the standard Microsoft suite of tools (Word, Excel, PowerPoint)?

**Response:** **Microsoft Project.**

**Question 11:** Is Microsoft Project or Microsoft Project Server used to create work plans and track progress? If Microsoft Project Server is used, please specify which version and whether MDHS staff use Microsoft Project Server to enter time.

**Response:** **Project is used, but not Project Server.**

**Question 12:** Please clarify the size of the team that will be managed. Also, please clarify the number of third party contractors the candidate would be managing.

**Response:** There is no team to manage. These positions will be working with the MIS department as well as the program areas, Family and Children's Services and Field Operations.

**Question 13:** Are development and support staff two separate groups or sets of individuals dedicated to each or is there one team that performs both functions?

**Response:** MIS group and the program area groups, but we work as one team.

**Question 14:** Will work space and supplies be provided on-site at MDHS? Connectivity to computing resources?

**Response:** Yes.

**Question 15:** Professional Services Agreement, Section 3.2 (Page 20). This section indicates payment of undisputed amounts within forty-five (45) days of the receipt of the invoice. Would the State consider invoice payment within 30 days after receipt of invoice, based upon government purchasing standards for small businesses?

**Response:** No. See Section 31-7-305 of the Mississippi Code Annotated.

If you have any questions concerning the information above or if we can be of further assistance, please contact Jill Chastant at 601-432-8214 or via email at [jill.chastant@its.ms.gov](mailto:jill.chastant@its.ms.gov).

cc: ITS Project File Number 41118