

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 42224, dated April 1, 2016 for the Mississippi Department of Transportation (MDOT)

From: Craig P. Orgeron, Ph.D.

Date: April 20, 2016

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Cerria Walker

Contact Phone Number: 601-432-8013

Contact E-mail Address: cerria.walker@its.ms.gov

LOC Number 42224 is hereby amended as follows:

- Attachment A Cost Information Form is deleted and replaced with Revised Attachment A-1 Cost Information Form.**

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: Are any of the documents to be scanned in gray scale or color? If so will those be identified or will that be something that the prep staff will need to identify?

Response: Prep staff will need to identify color or grayscale.

Question 2: Can we quantify the amount of Oversize documents (11x17, 12x18, and 24x36) that are located within the Aeronautics division?

Response: No; there is no way to do this without touching every page in every file. Vendors who would like to inspect the files before the LOC due date must contact Cerria Walker at 601-432-8013 or via email at cerria.walker@its.ms.gov to make arrangements.

Question 3: On the FMD Payroll Details that are duplex, does the instruction mean that there will be an employee on each side or does it mean that there will be two employees on each side making it 4 employees per duplex sheet of paper?

Response: Two employees total per sheet.

Question 4: On attachment A, Financial Management Division, the sheet amount is listed as 1,036,962 even though the estimated QTY for FMD application has a value of 684,000. Why the discrepancy in totals? Also under the Attachment A, the estimated QTY for the FMD Payroll is listed at 172,800 but the document preparation note underneath the schedule calls for 566,678? Why the discrepancy?

Response: There was an error. The total sheet amount for FMD Application is 684,000 instead of 1,036,962. The total sheet amount for FMD Payroll is 172,800 (345,600 indexes) instead of 566,678. See Revised Attachment A-1 Cost Information Form.

Question 5: On the Attachment A Cost Information Form, the figures ask for a time for document preparation. Can we build this time frame into our total project time estimate?

Response: Yes, if the Vendors believe this is necessary.

LOC responses are due Friday, April 29, 2016, 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 Cerria Walker at 601-432-8013 or via email at cerria.walker@its.ms.gov.

cc: ITS Project File Number 42224

Attachment: Attachment A-1 Revised Cost Information Form