

## LOC Questions and Clarifications Memorandum

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**To:** Solicited Vendors for Letter of Configuration (LOC) Number 40565, dated September 5, 2013 for the Mississippi State Department of Health (MSDH)

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

**Date:** September 17, 2013

**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

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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 it new position? Is there any incumbent?

**Response:** **MSDH is seeking to replace an end-of-life contract for this position.**

**Question 2:** Will the consultant work on site or remotely? How likely is the remote option?

**Response:** **The awarded individual will be required to work onsite. Please see Items 7.2 and 7.4 of the LOC.**

**Question 3:** If there is remote option, how long after the contract starts can the consultant start working remotely? Can the consultant work remotely after some kick-off meetings?

**Response:** **Please see response to Question 2.**

**Question 4:** Can we provide other information (corporate overview...) in the proposal?

**Response:** **Vendors may provide additional information. However, ITS only requires the documentation specified in the LOC.**

**Question 5:** Item 6.21: "Vendor must certify that proposed individuals has read, understands, and acknowledges the LOC requirements". We are a staffing company; it is difficult for us to share the whole LOC to candidates. Can we certify that the

proposed individuals has read, understands and acknowledges items 2,5,and 7 of this LOC? Otherwise, please suggest another feasible option.

**Response:** **Vendors may certify that proposed candidates have read, understand, and acknowledge Items 2, 5, and 7 of the LOC.**

**Question 6:** Attachment E: Since our candidates may have long experience working for many different companies (maybe 9 or 10 companies for more than 20 years), they cannot get reference information for all companies they worked. Supervisors change or are out of business, retired...So, can we provide 3 full company reference contacts in each tab, and just provide company name/start and end date of project/brief descriptions of project for the other companies?

**Response:** **Vendors should provide enough reference information to meet the minimum requirements specified in the LOC.**

**Question 7:** References: Must the 3 references be from the ones provided in the Attachment E? The LOC requires 3 reference contacts who must be still in business. In some cases, the candidate's former supervisor left the position or retired but he/she can still be the best one to provide objective references, can we still submit that reference contact?

**Response:** **Vendors should provide reference information for companies that are still in business. A former supervisor no longer employed with the specified company may still be listed as a reference contact.**

**Question 8:** Please confirm all we need to submit are:

- 1 resume with candidate's telephone number
- Completed Attachment E
- Proposal exception summary form (if applicable)
- 3 reference contacts
- Cost information form
- Proposal in respond to the LOC as explained in Item 1.

**Response:** **Vendors should submit the documents listed above.**

**Question 9:** Is this work being bid out due to an existing contract that is at the end of its term or is this completely new work for the Mississippi Department of Health?

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

**Question 10:** Will MSDH be providing the appropriate hardware, software and tools in order for the Systems Network Engineer to perform the required services as stated in the LOC?

**Response:** **Yes; MSDH will provide the necessary tools to perform the required services.**

LOC responses are due September 30, 2013, 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](mailto:teresa.washington@its.ms.gov).

cc: ITS Project File Number 40565