

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 41780, dated February 12, 2015 for the Mississippi Department of Corrections (MDOC)

From: Craig P. Orgeron, Ph.D.

Date: March 18, 2015

Subject: Responses to Questions Submitted and Clarifications to Specifications

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LOC Number 41780 is hereby amended as follows:

1. Section 6 QUALIFICATIONS OF SUCCESSFUL INDIVIDUALS has been amended:

	Technical Skill Set	Requirement
6.2.1	SQL (Oracle or Microsoft) SQL 2008 or better for a SQL database; or SQL for Oracle 9 or better (SQL for Oracle 11g preferred)	2 year
6.2.2	Crystal Reports 9 or better	2 year

2. Section 7 PROPOSAL SUBMISSION AND EVALUATION has been amended:

7.4 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 ~~3~~ **2** sheets listing the specifications included in items 6.2, 6.3, and 6.4 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.

Please see the attached revised workbooks.

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: What versions of SQL and Crystal Reports does the individual need to have experience with?

Response: **Please see clarification above.**

Question 2: Are three references required if the proposed individual has only worked for one or two companies?

Response: **No, multiple references are not required, if the responder has only had one position.**

Question 3: Attachment D, Experience Information and Reference Work Book, only has 2 excel tabs. In the instructions we are asked to complete "all three tabs". Is there a page we are missing?

Response: **Attachment D is the *Example Experience Information and References Work Book*. An *Experience Information and References Workbook* (Attachment E) must be completed for each individual proposed and submitted as part of the Vendor's proposal. Both workbooks incorrectly stated that there were 3 tabs, but there are only 2 tabs in each workbook. Please see clarification above.**

LOC responses are due March 31, 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 Patti Irgens at 601-432-8223 or via email at patti.irgens@its.ms.gov.

Enclosures: Attachment D, *Revised Example Experience Information & Reference Workbook*
Attachment E, *Revised Experience Information & Reference Workbook*.

cc: ITS Project File Number 41780