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**Memorandum For General Proposal Configurations and/or Additions**

**TO:** Vendors with a current valid proposal for General RFP #3253 for Consulting Services

**FROM:** David L. Litchliter

**DATE:** April 22, 2002

**SUBJECT:** Project #33780 for two (2) Data Conversion Programmer/Analysts for the Mississippi State Tax Commission

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The Mississippi Department of Information Technology Services (ITS) is seeking the services described below on behalf of the Mississippi State Tax Commission (MSTC). Our records indicate that your company currently has a valid proposal on file at ITS in response to General RFP #3253 for Consulting Services. Our preliminary review of this proposal indicates that your company offers services that are appropriate to the requirements of this project. Therefore, we are requesting your configuration assistance for the components described below. Please submit a written response for the requested services.

During Fiscal Year 2000, MSTC started over on the integrated tax system (previously known as STARS), utilizing an n-tier architecture. The new project and system is called Phoenix. The development environment for the project is JAVA with DB2 DBMS. The bulk of the work is being done with in-house staff. However, augmentation of the staff is necessary due to the specialized skills required for the project and also due to the magnitude of the project.

MSTC is seeking the services of two (2) Data Conversion Programmer/Analysts to construct, test and implement conversion scripts and interfaces to facilitate the migration of data from mainframe applications to the new accounting-based, DB2 architected, enterprise tax system.

**1. SPECIFICATIONS**

1.1 Individual(s) proposed must have working experience in the following:

	<b>Technical Skill Set</b>	<b>Minimum Requirement</b>
1.1.1	COBOL Programming in an IBM OS/390 environment	Min. 6 yrs
1.1.2	CICS Programming/Time Sharing Option (TSO)/Job Control Language (JCL)	Min. 6yrs

1.1.3	Relational Database including design & programming against a relational database	Min. 6yrs
1.1.4	Application & programming of SQL (can write select statements that require joining multiple tables, with or without a GUI interface tool)	Min. 6yrs
1.1.5	Experience in migration of existing production data into a new database, testing of new system in new production environment, and signoff of new production system	Min. 1yr
1.1.6	Data conversion experience: has written/extracted data to/from a relational DB2 database; has manipulated data formats; and has migrated data from a legacy file system	Min. 2yrs
1.1.7	Working understanding of data modeling	No minimum requirement specified
1.1.8	Experience with the Windows NT environment	No minimum requirement specified
1.1.9	Functional testing against the design and documentation of system functionality (i.e. user's and technical manuals)	No minimum requirement specified

1.2 Individual(s) proposed must have the following business skills:

	<b>Business Skill Set</b>	
1.2.1	Ability to understand the business needs of the data and translate them to the specific tasks necessary for the conversion	
1.2.2	Ability to effectively communicate verbally and in writing	
1.2.3	Ability to interact with functional users and technical staff regarding business and information technology needs	
1.2.4	Ability to participate in implementations, upgrades, and conversion projects	

1.2.5	Ability to participate on empowered, virtual teams	
1.2.6	Ability to manage work assignments within the scope of responsibility	
1.2.7	Ability to understand and evaluate complex business issues	
1.2.8	Ability to listen and solve problems	

- 1.3 Vendors may propose no more than two individuals.
- 1.4 ITS reserves the right to award to one or more individuals from one or more vendors. It is not a requirement that all individuals awarded be proposed by the same vendor. A vendor's proposal will not be eliminated if they propose only one individual. However, a vendor's proposal may be eliminated if they propose more than two (2) individuals.
- 1.5 Individuals will work an average of forty (40) hours per week, Monday through Friday, between the hours of 8:00 A.M. and 5:00 P.M. No exceptions to these hours will be tolerated for the purpose of weekday travel.
- 1.6 Contract period will be from the date of contract signature through June 30, 2003. The contract hours will not exceed 2200 hours.
- 1.7 The individuals could be expected to start work as early as May 13, 2002 or as late as June 17, 2002. We will inform the respondents to this LOC of the anticipated start date after we start the evaluation process.
- 1.8 Individuals will be required to work on-site at MSTC located at 1577 Springridge Road, Raymond, Mississippi 39154.
- 1.9 A telephone number must be included for each individual proposed so they can be contacted for a telephone interview. ITS will pay toll charges in the continental United States. The Vendor must arrange a toll-free number for all other calls. ITS will work with the vendor to set up a date and time for the interview; however, we must be able to contact the individual directly.
- 1.10 Proposed individuals may be required to attend an on-site interview with MSTC. All costs associated with the on-site interview will be the responsibility of the vendor. Individual(s) proposed must be available for an on-site interview with a 3 day notice from ITS.
- 1.11 An Experience Questionnaire must be completed and submitted with vendor's response for each individual proposed. All relevant experience must be included in the Experience Questionnaire. Proposals received without Experience Questionnaires for each individual proposed will be eliminated from consideration.
- 1.12 Vendor must provide at least three (3) references for proposed individuals. ITS prefers that references be from completed and/or substantially completed jobs that closely match this request. Reference information can be submitted on the Experience Questionnaire.

- 1.13 A copy of each individuals' resume must be included. Proposals received without resumes will be eliminated from consideration. However, ITS will not use a resume to add experience to the Experience Questionnaire. The Experience Questionnaire must certify the amount of experience in months and the applicable specification(s) met by each project.
- 1.14 Individuals proposed must be proficient in spoken and written English.
- 1.15 Individuals proposed must be a U.S. citizen or meet and maintain employment eligibility requirements in compliance of all INS regulations. Vendor must provide evidence of identification and employment eligibility prior to the award of a contract that includes any personnel who are not U.S. citizens.
- 1.16 Individuals assigned to this project will remain part of the project through out the duration of the contract as long as the personnel are employed by the Vendor, unless replacement by the Vendor at the request of ITS. This requirement includes the responsibility for ensuring all non-citizens maintain current INS eligibility through out the duration of the contract.
- 1.17 The State will use the following items to evaluate the lowest and best responder.
  - 1.17.1 Cost
  - 1.17.2 References
  - 1.17.3 Experience
  - 1.17.4 Interview
  - 1.17.5 Value Add

**2. INSTRUCTIONS TO SUBMIT COST INFORMATION**

Please use the attached CP-6: General RFP Information Form to provide cost information. Follow the instructions on the form. Incomplete forms will not be processed.

**3. PROPOSAL REQUIREMENTS**

- 1. Respond to each point in all sections and exhibits with the information requested. Label and respond to each outline point in each section and exhibit as it is labeled in the Letter of configuration (LOC).
- 2. The vendor must respond with 'ACKNOWLEDGED', 'WILL COMPLY' or 'AGREED' to each point in each section within this LOC with which the vendor can comply.
- 3. If vendor cannot respond with 'ACKNOWLEDGED', 'WILL COMPLY', or 'AGREED', then vendor must respond with 'EXCEPTION'. If vendor responds with 'EXCEPTION', vendor must provide detailed information related to that response.
- 4. Where an outline point asks a question or requests information, vendor must respond with the specific answer or information requested.

#### **4. DELIVERY INSTRUCTIONS**

Vendor must deliver their response to Shey Williams at ITS by Wednesday, May 1, 2002 by 3:00 P.M. (Central Time). Responses may be delivered by hand, via mail or by fax. Fax number is (601) 354-6016. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF PROPOSALS. It is solely the responsibility of the vendor that proposals reach ITS on time. Vendors should contact Shey Williams to verify the receipt of their proposals. Proposals received after the deadline will be rejected.

If you have any questions concerning this request, please e-mail Shey Williams of ITS at [shwilliams@its.state.ms.us](mailto:shwilliams@its.state.ms.us). **Any questions concerning the specifications detailed in this LOC must be received by Thursday, April 25, 2002 by 3:00 P.M. (Central Time).**

Enclosure: CP-6: General RFP Information Form  
Experience Questionnaire

## **CP-6: GENERAL RFP INFORMATION FORM - 3253**

Please submit the **ITS** requested information response under your general proposal #3253 using the following format.

Fax your completed form back to 601-354-6016 addressed to the Technology Consultant listed on the fax cover sheet. If the necessary information is not included, your response cannot be considered.

**ITS Technology Consultant Name:** Shey Williams **RFP#** 3253  
**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

FUNCTION	INDIVIDUAL NAME	HOURLY RATE**	INDIVIDUAL'S DIRECT TELEPHONE #

**\*\*If Vendor travel is necessary to meet the requirements of the LOC, Vendor should propose fully loaded costs including travel.**

## EXPERIENCE QUESTIONNAIRE – Jane Doe -

The information provided below will be used to calculate experience points and to contact references. If one project included more than one specification, you can reference the specifications in one table (See below for example).

<b>Specification</b>	3.1.2, 3.1.3, 3.1.5
<b>Entity</b>	ABC Company
<b>Supervisor's Name</b>	Joe Smoe
<b>Supervisor's Title</b>	Head Honcho
<b>Supervisor's Telephone #</b>	555-555-5555
<b>Supervisor's E-Mail Address</b>	jsmoe@abccompany.com
<b>Length of Project</b>	May 1999 – May 2000 (12 months)
<b>Brief Description of Project</b>	The ABC project allows bankers to share information on-line pertaining to individuals credit reports

<b>Specification</b>	3.1.4, 3.1.5, 3.1.7
<b>Entity</b>	ABC Company
<b>Supervisor's Name</b>	Joe Smoe
<b>Supervisor's Title</b>	Head Honcho
<b>Supervisor's Telephone #</b>	555-555-5555
<b>Supervisor's E-Mail Address</b>	jsmoe@abccompany.com
<b>Length of Project</b>	May 1999 – May 2000 (12 months)
<b>Brief Description of Project</b>	The ABC project allows bankers to share information on-line pertaining to individuals credit reports

<b>Specification</b>	3.1.5, 3.1.6, 3.1.8
<b>Entity</b>	ABC Company
<b>Supervisor's Name</b>	Joe Smoe
<b>Supervisor's Title</b>	Head Honcho
<b>Supervisor's Telephone #</b>	555-555-5555
<b>Supervisor's E-Mail Address</b>	jsmoe@abccompany.com
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