

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 40607, dated April 2, 2014 for the Mississippi Department of Finance and Administration (DFA)

From: Craig P. Orgeron, Ph.D.

Date: April 16, 2014

Subject: Responses to Questions Submitted and Clarifications

Contact Name: Ben Garrett

Contact Phone Number: 601-432-8138

Contact E-mail Address: ben.garrett@its.ms.gov

LOC Number 40607 is hereby amended as follows:

- 1. Item 4.12 is being modified to read: “Specifications for this Letter of Configuration were written, in part, by contractors from International Consulting Acquisition Corporation (D/B/A ISG Public Sector), and this company is precluded from responding to this LOC. As the company responsible for the initial implementation and integration of MAGIC, SAP Public Services is also precluded from responding to this LOC.”**
- 2. Item 5.15 is being modified to read: “For the position of ~~Business Intelligence Developer~~ BASIS Consultant, additional consideration will be given to individuals who satisfy the following:”**

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 these renewal for existing contractor/incumbent in place @ MDFA OR are these complete NEW Position(s)? Why are the position(s) open ?

Response: **These are new positions. These positions will assist the State in supporting ongoing MAGIC operations following the Phase I Go-Live.**

Question 2: As per 2 "Phase I Go-Live (July 1, 2014): Finance, Procurement, Fleet Management, Inventory Management, Grants Management, and Data Warehouse." Which vendors did the Phase I and who were the SAP implementation partners for the state? Are they allowed to Support Phase I OR bid on phase II ?

Response: SAP Public Services, Inc. is the systems integrator for the implementation of MAGIC. SAP Public Services is not eligible to bid on this LOC. Per the implementation contract, SAP Public Services will be providing support services not covered by this LOC. Please see the response to Clarification Number 1 of this Memorandum.

Question 3: As per 2 "The State is seeking multiple candidates for a variety of production service roles to assist in supporting ongoing MAGIC operations following the Phase I Go-Live. The State will issue a second and separate LOC procurement for production services to support operations for the Phase II Go-Live". So we are assuming the candidates being procured are needed for supporting Phase I Go-Live and a separate LOC will come later for Phase II. Is that a correct assumption ?

Response: Yes; that is a correct assumption. Also, please refer to Section III, Item 10 of General RFP No. 3742 listed below, regarding the State's right to use proposals for future projects:

"The State reserves the right to evaluate the awarded proposal from this RFP, including all products and services proposed therein, along with the resulting contractual terms, for possible use in future projects if (a) it is deemed to be in the best interest of the State to do so; and (b) the Vendor is willing to extend a cost less than or equal to that specified in the awarded proposal and resulting contract. A decision concerning the utilization of a Vendor's proposal for future projects is solely at the discretion of the State and requires the agreement of the proposing Vendor. The State's decision to reuse an awarded proposal will be based upon such criteria as: (1) the customer's business requirements; (2) elapsed time since the award of the original project; and/or (3) research on changes in the Vendor, market, and technical environments since the initial award."

Question 4: So if any company who applies and get some of these positions will they be allowed to bid when Phase II will go live ?

Response: Yes. Please refer to the response to question number 3 of this Memorandum.

Question 5: The consultants who were part of phase I, Are they allowed to be submitted for Phase II since they would know more about the system then any new comer ?

Response: Yes. Please refer to the response to question number 3 of this Memorandum.

Question 6: Can we please have some kind of budget range for these 7 positions (under <\$125/hr ; \$125 - \$175/hr; \$175 - \$225/hr) as rates really matter in providing TOP quality SAP resources especially when expenses are NOT being paid ? Also any candidates who have public sector projects under their belt demand very high rates as there are not many around.

Response: A budget range has not been established for this engagement. However, all

State Agency budgets are considered public record and may be viewed at www.dfa.state.ms.us.

Question 7: For the FI Functional and LO functional positions; Do the candidates need to be strictly Functional OR would there be any pref given to Techno Functional candidates?

Response: **Item 5.2 details the minimum requirements for the FI Functional Consultant. Additional consideration for the FI Functional Consultant may be given for individuals with at least 24 months experience working with SAP for a governmental public sector client.**

Item 5.4 details the minimum requirements for the LO Functional Consultant. Additional consideration may be given for individuals with at least 24 months experience working with SAP for a Public Sector client.

Question 8: In the LOC 5.15 should be changed to read "For the position of BASIS Consultant....."

Response: **Please see Clarification Number 2 of this memorandum.**

Question 9: Can we have 1 person submitted for more than 1 position ?

Response: **Yes; Attachment E must be completed for each individual being proposed.**

Question 10: Under 7.4 it states "Awarded individual(s) will be allowed to work remotely when deemed appropriate by the State.....Some of the tasks required under this agreement, such as training, must be performed on-site at the MAGIC Project Office located at 210 East Capitol Street, Suite 1400, Jackson, Mississippi 39201." So does this mean the consultant need to provide any training to other members of the team OR is it related to any training they may receive from the State ?

Response: **This training means "knowledge transfer" provided by the consultant to State staff.**

Question 11: What will be the percentage of work in terms of new Development OR Support/maintenance role?

Response: **This percentage has not yet been identified and defined. Proposed consultants should be prepared to serve in both roles.**

Question 12: Would there be any pref given to candidates who are SAP certified in various modules ?

Response: **Candidates will be evaluated in accordance with the qualifications described in Item 5 of the LOC.**

Question 13: Is there NO role for CRM consultants in this implementation ?

Response: Candidates will be evaluated in accordance with the qualifications described in Item 5 of the LOC.

Question 14: Is MDFA the only state agency doing a SAP implementation OR are there other state agencies who are also using SAP as a tool ?

Response: The SAP implementation of MAGIC is enterprise-wide for all State agencies.

Question 15: “Desirable – Experience working with an SAP operational system for a Public Sector client”

Is this a minimum requirement?

Also if a consultant has less than 24 months experience but has some experience(e.g. 21 months) would this be considered or should we not submit this candidate because lack of the requirements with public sector clients of a total of 24 months?

Response: While this is not a mandatory requirement, as stated for this desirable requirement, additional consideration may be given to individuals who have this experience and meet the minimum requirement.

Question 16: With respect to the skills , can we submit candidates with different skill sets, as we may not get one single consultant for all the skills like :(FI, CO, FM, GM, PS, CRM, SD) i.,e., more than 3 resumes for each area?

Response: As stated in Item 6.1 of the LOC, Vendors may propose no more than three individuals per position to be considered separately. It is up to the proposing vendor to determine which candidate(s) to submit for each position.

Question 17: Are green card holders acceptable consultants? Or do they need to be US Citizens. Also are visa card holders acceptable for submission?

Response: Green card holders are acceptable. Please refer to Item 4.7 of the LOC.

Question 18: We need clarification:

“2 weeks onsite each month arriving by 10 AM on Monday and leaving no earlier than 2 PM on Friday”

Does this mean the consultant will work M-F 10 to 2pm 2 weeks (hours 8 to 10 remotely and 2 to 5 remotely and the other two weeks remotely) or for the two weeks 10am ending at a non-specific time Monday to Thursday but leave at 2 on Fridays and then remotely 2 weeks as well?

Response: During on-site weeks, consultants must be working and present beginning by at least 10 AM on Monday through at least 2 PM on Friday including at least 8 AM until 5 PM Tuesdays, Wednesdays, and Thursdays. These are minimum work week requirements.

Question 19: This is in regards to the below mentioned requirement. We have query regarding the same. What is the mode of Proposal submission – Email or Hard Copy? If Hard Copy, how many copies?

Response: **As is stated in Item 11.1 of the LOC, Vendors have the option to deliver responses by hand, via regular mail, overnight delivery, e-mail or by fax.**

Question 20: What is the official protocol for making a Public Records request for Phase 1 of the project now represented in LOC #40607? The goal is the question was to open conversation to determine if the incumbents are eligible for the new positions. I was informed that I had overlooked the fact that these are all new positions and the previous company is not eligible to participate.

Response: **These positions are newly opened positions, created due to the impending go-live for Phase I of this MAGIC implementation. As is stated in Item 4.12 of the LOC, the specifications for this LOC were written, in part, by DFA contractors from International Consulting and Acquisition Corporation (D/B/A ISG Public Sector), and this company is precluded from responding to this LOC.**

Question 21: Is it okay to have our company logo on the resume's and other LOC proposal documentation? Or do you prefer to non-logo resume and proposal documentation?

Response: **It is acceptable to provide copies of the LOC documentation with company logos. If a Vendor should choose to do that, they should take the necessary steps to ensure that the items in the LOC are preserved as they were delivered to the Vendor.**

Question 22: How many references are required? X3 or x6?

Response: **As is stated in Item 6.7 of the LOC, Vendors must provide at least three (3) references for each individual proposed.**

Question 23: How many resume's per position can be submitted?

Response: **Please see the response to question number 16 of this Memorandum.**

Question 24: Proposal Submission Format should include: Candidates resume, direct telephone #, Attachment A, B & E only. Is that correct?

Response: **As is stated in Item 1.1 of the LOC, "Beginning with Item 3, Vendors must label and respond to each outline point as it is labeled in the LOC". Therefore, a valid proposal must contain the following:**

- **A copy of the LOC containing "ACKNOWLEDGE", "WILL COMPLY", or "AGREED" where applicable in all items of the LOC beginning with item number 3**
- **Attachment A - Cost Information Form**
- **Attachment B – Proposal Exception Summary Form**

- **Attachment C – Standard Professional Services Agreement containing “ACKNOWLEDGE”, “WILL COMPLY”, or “AGREED” where applicable to all items**
- **Attachment E – Experience Information and References Workbook for each individual proposed**

Question 25: Does Attachment C need to be pre-filled and included with submission? Or at time of award only?

Response: **The Standard Professional Services Agreement should not be pre-filled.**

Question 26: In Section 1.1 and 1.2, vendors have been instructed to respond to each outline point beginning with Item 3 of the LOC with “ACKNOWLEDGED,” “WILL COMPLY,” or “AGREED.” Does this mean we are going to resubmit the whole LOC with our appropriate responses to Item 3 onwards or are we just going to put Item 3 onwards on a separate document (as a distinct section in our proposal document) and respond to them accordingly ?

Response: **Please see the response to question number 24 of this Memorandum.**

Question 27: Is it possible to have an offshore team that’s different from the team that goes onsite/ offsite?

Response: **No.**

Question 28: If the consultant has more than 60 months overall, and / or 24 months public sector experience, Can we mention total exp. with more references?

Response: **Yes, you should enter the consultant’s actual work experience for each requirement.**

Question 29: Can we organize phone/video interviews for the shortlisted candidates instead of onsite interviews?

Response: **Any telephone and/or on-site interviews will be organized by the evaluation team. As stated in Item 6.14, Individual(s) proposed must be available for an on-site interview with a 7 calendar day notice from ITS. If the State elects to conduct an on-site interview with a candidate and that candidate is determined to be unable to attend, a video interview may be considered as a possible alternative.**

Question 30: Please let us know how many submissions are allowed for each position.

Response: **Please see the response to question number 16 of this Memorandum.**

Question 31: Is this a new contract or renewal of an existing contract?

Response: **This is a new Contract.**

Question 32: Can the state provide number of SAP contractors currently supporting or in the past has supported?

Response: No SAP contractors are currently supporting MAGIC. SAP Public Services Inc. is currently serving as the systems integrator to implement MAGIC as scheduled for July 1, 2014. SAP Public Services Inc. is precluded from responding to this LOC. Please see Clarification number 1 of this Memorandum.

Question 33: For Position #6 – BI developer: Are you basically looking for a BOBJ developer who has experience with SAP Business Objects suite ?.

Response: All BOE development is Web Intelligence (aka WEBI) and Analysis for OLAP.

Question 34: What version of all the SAP related modules e.g SAP FI, LO, SRM, ABAP, BW, Business objects is being utilized currently by the department ?

Response: The State is using the following versions:

- BW: 7.3
- BI: 4.0
- FI and LO: ECC 6.05
- SRM: 7.02
- BASIS and ABAP: 7.02

Question 35: Any plans for upgrading any of these ?

Response: No; not before full stabilization.

If you have any questions concerning the information above or if we can be of further assistance, please contact Ben Garrett at 601-432-8138 or via email at ben.garrett@its.ms.gov.

cc: ITS Project File Number 40607