

## LOC Clarifications Memorandum

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**To:** Solicited Vendors for Letter of Configuration (LOC) Number 42336, dated January 19, 2016 for the Mississippi Department of Information Technology Services (ITS)

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

**Date:** February 4, 2016

**Subject:** Proposal Due Date Extension

**Contact Name:** Teresa Washington

**Contact Phone Number:** 601-432-8049

**Contact E-mail Address:** teresa.washington@its.ms.gov

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LOC Number 42336 is hereby amended as follows:

1. LOC Number 42336 project schedule is being revised to provide time for Vendors to obtain pricing from the manufacturer. Item 3 PROCUREMENT PROJECT SCHEDULE has been amended to read as follows:

Task	Date
Proposals Due	Friday, February 19, 2016 at 3:00 p.m. Central Time
Proposal Evaluation	Friday, February 19, 2016 - Friday, February 26, 2016
Presentation to ITS Board for Approval	Thursday, March 17, 2016
Notification of Award	Friday, March 4, 2016
Begin Contract Negotiations	Friday, March 4, 2016

2. Item 12 DELIVERY INSTRUCTIONS has been amended to read as follows:

12.1 Vendor must deliver the response to Teresa Washington at ITS no later than ~~Friday, February 5, 2016~~, Friday, February 19, 2016, at 3:00 P.M. (Central Time). Responses may be delivered by hand, via regular mail, overnight delivery, e-mail, or by fax. Fax number is (601) 713-6380. 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 Teresa Washington to verify the receipt of their proposals. Proposals received after the deadline will be rejected.

LOC responses are due Friday, February 19, 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 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 42336