

## LOC Questions and Clarifications Memorandum

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**To:** Solicited Vendors for Letter of Configuration (LOC) Number 40317, dated May 28, 2013 for the Mississippi Department of Information Technology Services (ITS)

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

**Date:** June 25, 2013

**Subject:** Responses to Questions Submitted and Clarifications to Specifications

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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:** Because the anticipated start date is Monday, September 2, 2013, if we are awarded the position but our candidate is no longer available, are we allowed to backfill the position?

**Response:** **No, the awarded candidate cannot be replaced.**

**Question 2:** Can you provide a general project description in which this candidate will be involved?

**Response:** **ITS has developed a licensing and reporting application (LARS) that we began pushing out to agencies earlier this year. The LARS project queue will take the next two plus years to complete. ITS also has various applications in the project queue that cover budget, examinations/inspections, and web services. The candidate will more than likely be involved in the complete development lifecycle for each agency application assigned.**

**Question 3:** Can you further clarify 5.2.11 – Data conversion/migration (excluding DTS & SSIS migration packages)

**Response:** ITS does not use DTS or SSIS packages for converting, transferring, and/or updating data. ITS writes stored procedures or SQL updates to accomplish this. The proposed individual must be able to write complex SQL statements.

**Question 4:** 5.2.16 Experience designing, developing and supporting license/permitting based applications – Is this for security level or what? Could you provide an example?

**Response:** A large portion of what ITS develops is for licensing and/or credentialing professionals and facilities. Examples are surveyors, engineers, accountants, health professionals, nurses, physicians, facilities such as child care.

**Question 5:** 5.3.5 Expertise in IT project management. Will this person be in a PM role as well as a developer?

**Response:** In some of ITS' projects, the developer serves as both project manager and developer. Yes, it is possible.

**Question 6:** 5.4.2 Experience in designing, developing and supporting time and attendance applications. What are you currently using for this?

**Response:** ITS has a large time and attendance application written for the Mississippi Department of Human Services Office of Child Care. This application has been moved into production within the last year, and as we bring on different provider programs, adjustments are required to somewhat complicated business rules.

**Question 7:** What percentage of the work done by the consultant would be

- a) new development?
- b) maintaining existing applications?

**Response:** a) Approximately 60%  
b) Approximately 40%

**Question 8:** Could ITS please expand more on the scope of the development project? In that, are there multiple projects for agencies that ITS is overseeing or is this project specifically for ITS?

**Response:** ITS' project queue primarily holds either licensing or examination/inspection-based projects. We currently provide development and application support for over 30 different agencies.

**Question 9:** Is this a renewal for an existing contractor/incumbent in place @ MSITS, or is this a completely NEW position? Why is the position open?

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

**Question 10:** Are you planning to hire only 1 or > 1 individual with this LOC?

**Response:** ITS anticipates making an award to one Vendor for one individual. Note that the State reserves the right to make additional awards based on the proposals received in response to this LOC. Please refer to Item 4.2 of the LOC.

**Question 11:** In case a consultant has left this position does the company providing the consultant gets any kind of preference over other vendors?

**Response:** Preference will not be given to any Vendor responding to this LOC.

**Question 12:** Is there a budget or rate range already established for this position?

**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](http://www.dfa.state.ms.us).

**Question 13:** Does the consultant need to have any Microsoft certifications....Would that be a plus?

**Response:** No certifications are required for this position.

**Question 14:** What are the chances of extension beyond the first 12 month period?

**Response:** The State reserves the right to extend the contract for additional term(s). Please refer to Item 7.1 in the LOC and Article 1.1 in the Standard Professional Services Agreement.

**Question 15:** How can one earn the "value add" 5 points? Does it have to do with the company or the consultant proposed?

**Response:** Value-Add points are typically not awarded on services-related procurements. The company and consultant proposed will be evaluated using the stated functional and technical requirements. Value-Add points would be awarded for services proposed beyond those requirements at no additional charge. Please refer to Item 9.1.3 of the LOC.

**Question 16:** Since .NET Technology is very hot these days.....How can you expect a consultant to be available in Sept once he has been interviewed in July 2013?

**Response:** Vendors should propose candidates who are available to begin work on September 2, 2013.

**Question 17:** If there are any training related to the project for the CONSULTANT provided, who pays for the COST?

**Response:** **ITS does not expect the need for training of the awarded individual. Individuals proposed must meet or exceed the minimum experience requirements as outlined in the LOC.**

**Question 18:** Once a resource has begun work on the project, if something unforeseen happens - accident, family issue, etc. - would ITS allow a suitable replacement?

**Response:** **Yes. Please refer to Article 35 in the Standard Professional Services Agreement.**

LOC responses are due July 9, 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 40317