
LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 40045, dated November 25, 2013 for the Mississippi Department of Information Technology Services (ITS)

From: Craig P. Orgeron, Ph.D.

Date: December 20, 2013

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Tangela Harrion

Contact Phone Number: 601-432-8112

Contact E-mail Address: Tangela.Harrion@its.ms.gov

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: The qualifications section of this LOC lists PM requirements, but section 2 specifies support with writing new GIS applications. Are you looking for a GIS project manager or a GIS developer? Or both?

Response: Vendors must propose a project manager with skill sets as stated in Items 5.2, 5.3 and 8.1. Vendors should also propose additional individuals who have experience in performing GIS application development and support of a GIS environment to meet the requirements in Item 9.1.

Question 2: Is it a new request or to replace an end-of-life contract? Is there any incumbent

Response: Information Management Systems has provided GIS services and has completed development for a number of agency applications. The scope of this LOC expands the responsibilities currently being provided and will replace an end-of-life contract.

Question 3: Section 2- general overview and background: ITS seeks the services of a vendor to provide "when requested". Will the consultant(s) need to work full time on site?

Response: As stated in LOC Number 40045, General Background and Overview section, this LOC is seeking the services of a Vendor to provide these services when or as requested. Also refer to Items 4.3, 8.2 and 11.1.3.

Question 4: For IT/GIS Project Manager: Do we only need to submit the resume, workbooks and hourly rate with the proposal? For other members: just resumes and hourly rates?

Response: **The workbook is to be completed for the project manager only. Resumes are required for other members. Hourly rates are required for both. Refer to Items 8.4, 9.1.1, 9.3 and 10.2.4.**

Question 5: Do you expect vendor to provide consultant(s) to work under your management (staff augmentation)? Or do you expect vendor provide, manage the consultants and get paid by deliverables delivered (deliverables –based project)?

Response: **The State expects the awarded Vendor will manage their team, as this is not a staff augmentation project. Also refer to Item 8.1 and the Supplement to the Master Consulting Services Agreement Item 3.**

Question 6: What positions do you expect to have in the consulting team in addition to the IT/GIS project manager? How will the team be coordinated if more than 1 vendor awarded?

Response: **Vendors must state the positions needed. Refer to Items 9.1.1 and 10.2.2. If multiple Vendors are awarded, then each Vendor will be responsible for their teams. ITS reserves the right to assign any multiple Statements of Work to the multiple awarded Vendors.**

Question 7: Is this a renewal for an existing contractors/incumbents in place @ MSITS Is this a complete NEW Position ? Why is the position open ?

Response: **Refer to the responses to Question Numbers 2 and 5.**

Question 8: In case a consultant has left this position does the company providing the consultant gets any kind of preference over other vendors

Response: **Refer to Items 5.4 and 6.1.7.**

Question 9: Can you please clarify :
A) Are you seeking a vendor to provide these services which means they are allowed to do this on site or from any remote location (100%) + the personnel providing these services can change OR
B) Do you need a dedicated PM to be on site at the site 40+ hrs per week

Response: **a) Refer to the response to Question Number 3.**

b) Refer to the response to Question Number 3.

Question 10: Is there a budget or rate range already established for this position?

Response: **Refer to Item 4.3. It is not a practice of the State to disclose the amount allocated specifically for competitively bid projects. However, all State Agency budgets are considered public record and may be viewed at www.dfa.state.ms.us.**

Question 11: What team size will this PM Manage?

Response: Refer to the response to Question Number 6.

Question 12: As per 5.4 why would extra consideration be given to a PM with experience with those specific agencies ? What if there is a consultant who has experience with state experience other than those 4 specific agencies OR from out of Mississippi state

Response: a) These particular agencies currently have GIS applications or have expressed an interest in GIS applications.

b) Additional consideration would not be given for experience with other agencies not listed in Item 5.4. However, this experience may be applied to Items 5.2 and 5.3.

Question 13: As per the skill matrix provided it seems that you are needing a PM only ? Is that a correct assumption?

Response: No, refer to Item 9.1 and the responses to Question Numbers 1 and 4.

Question 14: As per Sections 2 : "This LOC is seeking the services of a Vendor to provide when requested, GIS support in the following areas".

A) Does this mean this candidate will NOT be working on site a minimum of 40+ hrs per week and will only be called in on as needed basis?

B) Is any firm already providing these services ?

C) What is their name and are they allowed to bid on this sow ?

D) Do they have any consultants already on site or remotely who are providing support as part of their project ?

E) When does the support run out ?

Response: a) Refer to the response to Question Number 3.

b) Refer to the response to Question Number 2.

c) Yes. Refer to the response to Question Number 2.

d) Refer to the response to Question Number 2.

e) December 31, 2013.

LOC responses are due Tuesday, January 7, 2014, 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 Tangela Harrion at 601-432-8112 or via email at Tangela.Harrion@its.ms.gov.

cc: ITS Project File Number 40045