

LOC Questions Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 43026, dated November 8, 2016 for the Mississippi Department of Education (MDE)

From: Craig P. Orgeron, Ph.D.

Date: November 22, 2016

Subject: Responses to Questions Submitted

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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: Will the consultant work on federal or state holidays including summer vacation OR he will be completely free to utilize that time for some other work?

Response: Refer to Item 8.16 of the LOC. Some schools are not out for every state holiday.

Question 2: If he has to work on federal or state holidays including summer vacation then will there be extra compensation on hourly basis other than the fix annually rate?

Response: Refer to Items 7.2.4 and 7.2.5 of the LOC.

Question 3: Will the consultant work on weekends like Saturday and Sunday?

Response: Refer to Items 8.11 and 8.12 of the LOC.

Question 4: If he has to work on weekends then will there be extra compensation on hourly basis?

Response: Refer to Item 7.2.6 of the LOC.

Question 5: If any consultant sick for few days, do the contractor company will comply with any replacement?

Response: Refer to Items 7.2.4 and 7.2.5 of the LOC, and Article 37 of the Standard Professional Services Agreement included in the LOC as Attachment C. If an individual needs to be replaced due to illness, the replacement individual must be approved by MDE.

Question 6: The annual fixed rate for the consultant is for the hours worked as regular business hours. Will there be extra compensation on hourly basis after business hours?

Response: Refer to Item 7.2.6 of the LOC.

Question 7: Does vendor have to provide Standard Professional Services Agreement and minority certification, certificate of Liability Insurance and e-verify compliance after the award of the contract or before that?

Response: The Standard Professional Services Agreement will be negotiated with the awarded Vendor after the award is published and before the work can begin. The Minority Vendor Self-Certification Form, copy of the Certificate of Liability Insurance, and E-Verify compliance documentation all must be provided with the Vendor's LOC response as stated in Items 7.25, 7.26, and 7.27 of the LOC.

Question 8: If consultant is not local to Mississippi State, will he be allow to attend the skype or web technology interview instead of in person interview?

Response: MDE will allow Skype or web technology interviews in lieu of an on-site interview.

Question 9: Will the consultant perform his duties remotely at his home in or outside the Mississippi State or he must have to stay in State offices?

Response: Refer to Items 8.11 and 8.13 of the LOC. Most school districts require on-site service. While there may be times that a problem can be resolved remotely, the consultant will spend the bulk of his/her time in the districts. The consultant can use his/her home as the starting point to prepare for the projects, but ultimately must go to the districts that need on-site service.

LOC responses are due Tuesday, December 6, 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 Chris Grimmer at 601-432-8208 or via email at chris.grimmer@its.ms.gov.

cc: ITS Project File Number 43026