

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 40858, dated January 2, 2014 for the Mississippi Department of Employment Security (MDES)

From: Craig P. Orgeron, Ph.D.

Date: January 22, 2014

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Teresa Washington

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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: Is there an incumbent currently providing services for this role? If there is, are they permitted to respond to this RFP?

Response: **Yes; Ciber, Inc. is the Vendor currently providing these services. Ciber will be allowed to respond to this LOC.**

Question 2: Regarding the 3 references for each individual, the consultant that we will be proposing has been at their current position for over 10 plus years and might not have 3 verifiable references because of the long tenure at one customer. Would the State accept fewer references with the notation regarding the length of service at their current position?

Response: **Yes.**

Question 3: Is this new position? Is there any incumbent?

Response: **MDES is seeking to replace an end-of-life contract for this position. Please see response to Question 1.**

Question 4: In section 6.1 (page 5), it is mentioned that "individual(s) proposed must have verifiable working experiences". What do you mean by "verifiable working experience"? Do we need to submit any written document or reference letter for our candidates to be considered "verifiable working experiences"?

Response: Verifiable work experience is experience that can be verified via interviews, reference checks, etc. The candidate's verifiable work experience must be documented in the resume and the Experience Information and References Workbook.

Question 5: In section 7.3 (page 7), it is stated that "Vendors must state the maximum annual percentage increase for their hourly rate...". Should we state this percentage increase in the proposal cost form?

Response: Yes.

Question 6: Because the anticipated start date is March 10, 2014- 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 7: Regarding the two requirements below, is this LOC wired for a specific resource?

6.4.8 Experience with Mississippi Department of Finance and Administration's accounting software & PayMode 3 Years

6.4.4 Knowledge of and experience maintaining the ETPL application 2 years

Response: No.

LOC responses are due Wednesday, January 29, 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 Teresa Washington at 601-432-8049 or via email at teresa.washington@its.ms.gov.

cc: ITS Project File Number 40858