

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 42059, dated August 20, 2015 for the Mississippi Department of Information Technology Services (ITS)

From: Craig P. Orgeron, Ph.D.

Date: September 4, 2015

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Jill Chastant

Contact Phone Number: 601-432-8214

Contact E-mail Address: jill.chastant@its.ms.gov

LOC Number 42059 is hereby amended as follows:

1. Item 7.2.1 **“Awarded individual may be required to travel to in-state and/or out-of-state locations. Vendor must propose a fully-loaded hourly rate for work at and travel to the locations. ITS cannot forecast how much, if any, in-state or out-of-state travel will occur.”**
2. Attachment A Cost Information Form is deleted and replaced with Attachment A-1 Revised Cost Information Form.

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 existing incumbent for this role?

Response: No, this is a new position.

Question 2: Section 7.2 – The requirement states that the vendor must propose a fully loaded rate, including travel expenses. It is understood that the rate must include the cost of the consultant getting to and from the offices of ITS, but will there be travel requirements during the typical workday in addition to those required to get to and from ITS? If so, can ITS provide an estimate of the number of travel days out of the 260 possible work days during the contract period, and can ITS identify whether this travel will be in-state, out-of-state, or both?

Response: It is expected that work performed by the proposed consultant will be performed at ITS. However, it is possible that the proposed consultant could schedule and attend meetings away from ITS offices. Travel would be the exception and not the rule; therefore, an estimate of travel days cannot be given. Potential travel could be in-state and/or out-of-state. Travel will not be routine. Refer to Clarification Number one.

Question 3: In Article 3.2 of the Professional Services Agreement it states that the invoice must be submitted with the “appropriate documentation.” What is considered appropriate documentation to be included with the invoice?

Response: **Proposed consultant must track their hours working on ITS projects and submit detailed timesheets with descriptions of services for that time to be paid.**

Question 4: In Article 5.2, 5.3, and 8.3 of the Professional Services Agreement it references personnel, employees, or subcontractors of the Contractor as it relates to this agreement. Based on the conditions outlined within these Articles, can we assume that ITS will allow the Contractor to bring in subject matter expert resources that would have specific expertise in the contract areas that are being worked on at that particular time? As referenced in Article 8.3, it is understood that the use of these resources does not change the requirements associated with a maximum fixed price as well as that these resources would have to be approved by ITS prior to them being utilized on this project.

Response: **That option is available, but must be approved by ITS prior to a resource being utilized.**

LOC responses are due Friday, September 11, 2015, 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 Jill Chastant at 601-432-8214 or via email at jill.chastant@its.ms.gov.

cc: ITS Project File Number 42059

Attachment: Attachment A-1 Revised Cost Information Form

**ATTACHMENT A
REVISED COST INFORMATION FORM – LOC NUMBER 42059**

Please submit hourly rates, as well as all required supporting details and other requested information, using the format below.

Send your completed Revised *Cost Information Form*, along with your point-by-point response to the LOC, a completed *Experience Information and References Workbook*, *Resume* and your *Proposal Exception Summary Form*, to the Technology Consultant listed below on or before the date and time indicated in the Procurement Project Schedule. If all necessary information is not included, your response cannot be considered.

ITS Technology
Consultant Name: Jill Chastant **RFP #** 3775

Company Name: _____ **Date:** _____

Contact Name: _____ **Phone #:** _____

Contact E-mail: _____

INDIVIDUAL NAME	HOURLY RATE FOR WORK ONSITE AT ITS**	HOURLY RATE FOR POSSIBLE WORK AND TRAVEL TO IN-STATE AND/OR OUT-OF-STATE LOCATIONS**	INDIVIDUAL'S DIRECT TELEPHONE #

****If Vendor travel is necessary to meet the requirements of the LOC, Vendor should propose fully loaded costs including travel.**