
Memorandum For General Proposal Configurations and/or Additions

TO: Vendors with a current valid proposal for General RFP #3253 for Consulting Services

FROM: David L. Litchliter

DATE: August 28, 2002

SUBJECT: Project #33889 for contractual services to support and maintain the Mississippi Department of Environmental Quality's AS/400 operating system, Revenue and Expenditure System and Time Entry System

The Mississippi Department of Information Technology Services (ITS) is seeking the services described below on behalf of the Mississippi Department of Environmental Quality (MDEQ). Our records indicate that your company currently has a valid proposal on file at ITS in response to General RFP #3253 for Consulting Services. Our preliminary review of this proposal indicates that your company offers services that are appropriate to the requirements of this project. Therefore, we are requesting your configuration assistance for the components described below. Please submit a written response for the requested services.

The Mississippi Department of Environmental Quality (MDEQ) is requesting contractual services to support and maintain their AS/400 operating system, Revenue and Expenditure System, and Time Entry System. These applications were written in RPG, COBOL or Oracle and reside either on an AS/400 or a SUN Unix Server. The AS/400 model number is 9402-600. The AS400 operating system version and release is 4.2.0 and the RPG version and release is 4.2.0.

The individual will provide installation of operating system upgrades, development of new programs and procedures, and modifications to existing RPG or COBOL programs to support changes in MDEQ's business needs. The individual will also perform COBOL/ACCESS/ORACLE programming on an "as-needed, if-needed" basis.

1. SPECIFICATIONS

1.1 Individual proposed must have working experience in the following:

	Technical Skill Set	Minimum Requirement
1.1.1	COBOL Programming	Min. 5yrs
1.1.2	RPG Programming	Min. 5yrs
1.1.3	ORACLE Programming	Min. 2yrs

- 1.2 Vendors may propose no more than two individuals.
- 1.3 The individual will work on an “as-needed, if-needed basis”. The individual will work Monday through Friday, between the hours of 8:00 A.M. and 5:00 P.M when their services are required. Priority call plan will be:
 - 1.3.1 Priority 1 – System Down – Requires immediate telephone response (within one hour of problem being reported), same-day, on-site assistance.
 - 1.3.2 Priority 2 – On-Going-Support – Requires four (4) hour telephone response time for discussion of problem and resolution by the next business day.
 - 1.3.3 Priority 3 – Change/Development – Requires on-site meeting to discuss requirements and a proposal of time required to make changes within five (5) business days. Schedule for actual work and implementation will be determined after proposal presented.
- 1.4 Contract period will be from the date of contract signature through September 30, 2003. The contract hours will not exceed 350 hours.
- 1.5 MDEQ will define tasks to be performed. Vendor will submit an outline of the work to be performed and give an estimate of the time required to finish the task.
- 1.6 The individual could be expected to start work as early as October 1, 2002 or as late as October 31, 2002. We will inform the respondents to this LOC of the anticipated start date after we start the evaluation process.
- 1.7 The individual will be required to work on-site at MDEQ located at 2380 Highway 80 West, Southport Center, Jackson, Mississippi 39204.
- 1.8 A telephone number must be included for each individual proposed so they can be contacted for a telephone interview. ITS will pay toll charges in the continental United States. The Vendor must arrange a toll-free number for all other calls. ITS will work with the vendor to set up a date and time for the interview; however, we must be able to contact the individual directly. Individuals scoring less than 50% of telephone interview points may be eliminated from further consideration.
- 1.9 Proposed individuals may be required to attend an on-site interview with MDEQ. All costs associated with the on-site interview will be the responsibility of the vendor. Individual(s) proposed must be available for an on-site interview with a 3 day notice from ITS. Individuals scoring less than 75% of on-site interview points may be eliminated from further consideration.
- 1.10 An Experience Questionnaire must be completed and submitted with vendor’s response for each individual proposed. All relevant experience must be included in the Experience Questionnaire. Proposals received without Experience Questionnaires for each individual proposed will be eliminated from consideration. Vendors must list each specification (1.1.1, 1.1.2, 1.1.3). Questionnaires that do not list each specification may be eliminated from further consideration. Example of an incorrect entry would be 1.1.1-1.1.3.

- 1.11 Vendor must provide at least three (3) references for proposed individuals. ITS prefers that references be from completed and/or substantially completed jobs that closely match this request. Reference information can be submitted on the Experience Questionnaire. Reference information must include at a minimum entity, supervisor's name, supervisor's telephone number, length of project, and a brief description of the project. References that are no longer in business cannot be used.
- 1.12 Reference checks will be conducted as the final step of the evaluation process and will only be performed for the top candidates. References will not be scored. However, individuals receiving negative references may be eliminated from further consideration.
- 1.13 A copy of each individual's resume must be included. Proposals received without resumes will be eliminated from consideration. However, ITS will not use a resume to add experience to the Experience Questionnaire. The Experience Questionnaire must certify the amount of experience in months and the applicable specification(s) met by each project.
- 1.14 Individuals proposed must be proficient in spoken and written English.
- 1.15 Individuals proposed must be a U.S. citizen or meet and maintain employment eligibility requirements in compliance with all INS regulations. Vendor must provide evidence of identification and employment eligibility prior to the award of a contract that includes any personnel who are not U.S. citizens.
- 1.16 The individual assigned to this project will remain part of the project throughout the duration of the contract as long as the personnel are employed by the Vendor, unless replacement by the Vendor at the request of ITS. This requirement includes the responsibility for ensuring all non-citizens maintain current INS eligibility throughout the duration of the contract.
- 1.17 The State will use the following items to evaluate the lowest and best responder.
 - 1.17.1 Cost
 - 1.17.2 Experience
 - 1.17.3 Interview
 - 1.17.4 Value Add

2. INSTRUCTIONS TO SUBMIT COST INFORMATION

Please use the attached CP-6: General RFP Information Form to provide cost information. Follow the instructions on the form. Incomplete forms will not be processed.

3. PROPOSAL REQUIREMENTS

1. Respond to each point in all sections and exhibits with the information requested. Label and respond to each outline point in each section and exhibit as it is labeled in the Letter of configuration (LOC).

2. The vendor must respond with 'ACKNOWLEDGED', 'WILL COMPLY' or 'AGREED' to each point in each section within this LOC with which the vendor can comply.
3. If vendor cannot respond with 'ACKNOWLEDGED', 'WILL COMPLY', or 'AGREED', then vendor must respond with 'EXCEPTION'. If vendor responds with 'EXCEPTION', vendor must provide detailed information related to that response.
4. Where an outline point asks a question or requests information, vendor must respond with the specific answer or information requested.

4. DELIVERY INSTRUCTIONS

Vendor must deliver their response to Shey Williams at ITS by Wednesday, September 11, 2002 by 3:00 P.M. (Central Time). Responses may be delivered by hand, via mail or by fax. Fax number is (601) 354-6016. **ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF PROPOSALS.** It is solely the responsibility of the vendor that proposals reach ITS on time. Vendors should contact Shey Williams to verify the receipt of their proposals. Proposals received after the deadline will be rejected.

If you have any questions concerning this request, please e-mail Shey Williams of ITS at shwilliams@its.state.ms.us. **Any questions concerning the specifications detailed in this LOC must be received by Thursday, September 5, 2002 by 3:00 P.M. (Central Time).**

Enclosure: CP-6: General RFP Information Form
Experience Questionnaire

CP-6: GENERAL RFP INFORMATION FORM - 3253

Please submit the **ITS** requested information response under your general proposal #3253 using the following format.

Fax your completed form back to 601-354-6016 addressed to the Technology Consultant listed on the fax cover sheet. If the necessary information is not included, your response cannot be considered.

ITS Technology Consultant Name: Shey Williams **RFP#** 3253
Company Name: _____ **Date:** _____
Contact Name: _____ **Phone Number:** _____

FUNCTION	INDIVIDUAL NAME	HOURLY RATE**	INDIVIDUAL'S DIRECT TELEPHONE #

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

EXPERIENCE QUESTIONNAIRE – Jane Doe -

The information provided below will be used to calculate experience points and to contact references. If one project included more than one specification, you can reference the specifications in one table (See below for example). Each specification must be listed individually. A correct entry would look like: 1.1.1, 1.1.2, 1.1.3. An incorrect entry would look like: 1.1.1-1.1.3

Specification	3.1.2, 3.1.3, 3.1.5
Entity	ABC Company
Supervisor’s Name	Joe Smoe
Supervisor’s Title	Head Honcho
Supervisor’s Telephone #	555-555-5555
Supervisor’s E-Mail Address	jsmoe@abccompany.com
Length of Project	May 1999 – May 2000 (12 months)
Brief Description of Project	The ABC project allows bankers to share information on-line pertaining to individuals credit reports

Specification	3.1.4, 3.1.5, 3.1.7
Entity	ABC Company
Supervisor’s Name	Joe Smoe
Supervisor’s Title	Head Honcho
Supervisor’s Telephone #	555-555-5555
Supervisor’s E-Mail Address	jsmoe@abccompany.com
Length of Project	May 1999 – May 2000 (12 months)
Brief Description of Project	The ABC project allows bankers to share information on-line pertaining to individuals credit reports

Specification	3.1.5, 3.1.6, 3.1.8
Entity	ABC Company
Supervisor’s Name	Joe Smoe
Supervisor’s Title	Head Honcho
Supervisor’s Telephone #	555-555-5555
Supervisor’s E-Mail Address	jsmoe@abccompany.com
Length of Project	May 1999 – May 2000 (12 months)
Brief Description of Project	The ABC project allows bankers to share information on-line pertaining to individuals credit reports