

## LOC Questions and Clarifications Memorandum

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**To:** Solicited Vendors for Letter of Configuration (LOC) Number 39060, dated May 19, 2011 for the Mississippi Department of Human Services (MDHS)

**From:** David L. Litchliter

**Date:** May 31, 2011

**Subject:** Responses to Questions Submitted and Clarifications to Specifications

**Contact Name:** Teresa Washington

**Contact Phone Number:** 601-432-8049

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**LOC Number 39060 is hereby amended as follows:**

**Item 8.1 is being modified to read, "Initial contract period will be from September 1, 2011 through August 31, 2014. The number of contract hours will not exceed ~~6,240~~ 6,900 hours. MDHS will not guarantee a minimum number of hours. The State reserves the right to extend the contract for additional term(s)."**

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 this a renewal for an existing contractor/incumbent in place at MDHS or is this a complete new position? Is there a reason the position is open?

**Response:** Please refer to LOC Item 2.

**Question 2:** It will be tough for any company to guarantee the candidate will be available in Sept as the date is quite far off? Any thoughts?

**Response:** Vendors should propose candidates who are available to begin work on September 1, 2011.

**Question 3:** Is there any way this work can be performed remotely with the proper access provided?

**Response:** Please refer to LOC Item 8.4.

**Question 4:** Would any Travel be required?

**Response:** No travel is anticipated.

**Question 5:** If there are any training related to the project for the consultant provided, who pays for the cost?

**Response:** MDHS does not expect the need for training of the awarded individual. Individuals proposed must meet or exceed the minimum experience requirements as outlined in the LOC.

**Question 6:** Is there a budget or rate range already established for this position?

**Response:** A budget range has not been established for this engagement. However, all State Agency budgets are considered public record and may be viewed at [www.dfa.state.ms.us](http://www.dfa.state.ms.us).

**Question 7:** For the senior programmer analyst, what percentage of work would be developing apps and what percentage would be maintenance work?

**Response:** The work for this position will entail 25% application development and 75% maintenance.

**Question 8:** How can one earn the "value add" 5 points? Does it have to do with the company or the consultant proposed?

**Response:** Value-Add points are typically not awarded on services-related procurements. The company and consultant proposed will be evaluated using the stated functional and technical requirements. Value-Add points would be awarded for services proposed beyond those requirements at no additional charge. Please refer to LOC Item 10.1.3.

**Question 9:** Would a Face to Face interview be required for this position?

**Response:** Please refer to LOC Item 7.13.

**Question 10:** What is the difference between this LOC and LOC # 39071 where they are seeking 5 Senior Programmer Analysts?

**Response:** LOC Number 39060 will provide personnel for the METSS system; LOC Number 39071 will provide personnel for the MAVERICS/JAWS systems.

LOC responses are due June 9, 2011, 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](mailto:teresa.washington@its.ms.gov).

cc: ITS Project File Number 39060