

## LOC Questions and Clarifications Memorandum

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**To:** Solicited Vendors for Letter of Configuration (LOC) Number 37990, dated Friday, December 5, 2008 for the Mississippi Department of Public Safety, Criminal Information Center (CIC)

**From:** David L. Litchliter

**Date:** December 23, 2008

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

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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:** The skill-set listed is very vast and more than one consultant will be required to satisfy all the requirements. Please confirm.

**Response:** **A vendor may propose multiple individuals and each proposed individual must meet the minimum requirements described in specifications 5.2 through 5.3 to be considered for award.**

**Question 2:** Can we know different job titles, skill-set for each job title and the number of consultants required for each job title?

**Response:** **CIC is seeking programmer/analysts that posses all the skills and experience described in specifications 5.2 through 5.3.**

**Question 3:** How frequent travel will be involved for the team working on this project? This will help us to calculate fully-loaded rate accurately.

**Response:** **A mutually agreed upon work schedule will be developed between the awarded vendor(s) and CIC to perform any on-site work deemed to be required. For purposes of determining a blended rate, vendor should plan on a minimum of two (2) trips for on-site work: one for familiarization with**

**the application and technical environment and one for delivery of required training.**

**Question 4:** This shows that the positions will not be full-time. In a year, a consultant will work for maximum of 1200 hours. Please confirm.

**Response:** **A maximum 1,200 hours annually, not to exceed 3,600 hours for the initial three-year contract period, will be awarded for support and maintenance on an as-needed basis. MDPS anticipates contracting with a single individual to provide these services.**

**Question 5:** The number of contract hours will be 3600 hours for each position during contract period of 3 years. Please confirm.

**Response:** **A maximum 1,200 hours annually, not to exceed 3,600 hours for the initial three-year contract period, will be awarded for support and maintenance on an as-needed basis. MDPS anticipates contracting with a single individual to provide these services.**

**Question 6:** Please clarify what needs to be mentioned in “PROFESSIONAL SERVICES” column in the Cost Form.

**Response:** **The proposed individual’s job title should be entered into the “PROFESSIONAL SERVICES” column.**

**Question 7:** We need to provide 2 rates in “HOURLY RATE” column – fully-loaded rate and non-loaded rate. Please confirm.

**Response:** **Correct. Both a fully-loaded rate (travel, subsistence, and any related expenses included) and a separate non-loaded rate should be entered into the “HOURLY RATE” column.**

**Question 8:** The instructions in paragraphs 6.4 and 6.5 state that the amount of experience in the Experience Reference Information and Experience Identification Forms must be represented in years and months (e.g., 5 years, 2 months). But the instructions within the workbook that contains the Experience Reference Information and Experience Identification Form state that the amount of experience must be specified in months only.

Please clarify how the amount of experience must be specified in these forms.

**Response:** **Please specify the amount of experience in months.**

**Question 9:** In section 5, Qualifications of Successful Individual(s), paragraphs 5.1 and 5.2 as well as section 6 paragraph 6.6 can be interpreted to mean that all individuals proposed must meet all of the minimum requirements in all of the technical skill areas. If the MDPS CIC has multiple individuals available under this contract

then projects can be completed more quickly efficiently by a team rather than an individual. However, requiring that all individuals meet all of the minimum requirement in all of the skill areas may limit a vendor's ability to propose a good team of to serve, as needed, on this contract. We suggest that the requirement that an individual must meet all of the minimum requirements in all the technical skill areas be required for only one of the proposed individuals. Of course, other proposed individuals must meet the minimum requirements in a significant number of technical skill and business skill areas.

Please consider this suggestion and clarify this requirement.

**Response: Each proposed individual must meet the minimum requirements described in specifications 5.2 through 5.3 to be considered for award.**

LOC responses are due Monday, January 5, 2009, 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 Ravaughn Robinson at 601-359-5280 or via email at [Ravaughn.Robinson@its.ms.gov](mailto:Ravaughn.Robinson@its.ms.gov).

cc: File 37990