

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) 41094, dated March 31, 2014 for the MS Department of Information Technology Services (ITS)

From: Craig P. Orgeron, Ph.D.

Date: April 17, 2014

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

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: What is the importance of the skills Apache, HTML and Linux to this project? Given the heavy mainframe bent of the Systems Programmer, would a candidate with over 15 years MVS be disqualified if they do not have the 3 years of experience in Apache, HTML or Linux?

Response: **Individuals proposed who do not meet the minimum requirements in 5.2 through 5.4 will be disqualified.**

Question 2: How many references do you require per individual, 3 references or 6 references?

Response: **Reference Item 7.8. Vendor must provide at least three (3) references for each proposed individual.**

Question 3: Proposal Submission Format should include: Candidates resume, direct telephone #, Attachment A, B & E only. Is that correct?

Response: **Reference Item 7.23.**

Question 4: Does Attachment C need to be pre-filled and included with submission? Or at time of award only?

Response: **The Contract should be reviewed, but not prefilled.**

Question 5: Is this a renewal for an existing contractor/incumbent in place @ MSITS OR is this a complete NEW Position? Why is the position open?

Response: **Yes, there is an existing contractor filling this role and the Contract is expiring.**

Question 6: Is the ITS Data Services division just another division within MSITS?

Response: **Yes.**

Question 7: Are you planning to hire only 1 or > 1 individual with this LOC?

Response: **One individual will be selected to fulfill the listed requirements.**

Question 8: In case a consultant has left this position does the company providing the consultant gets any kind of preference over other vendors?

Response: **No.**

Question 9: Is there a budget or rate range already established for this position?

Response: **No. As stated in Item 8.1, the number of contract hours will not exceed 2,080 hours annually.**

Question 10: Is there any chance of remote work for this position? What percentage of work can be done remotely?

Response: **Reference Items 8.2 through 8.5.**

Question 11: Are there any critical tasks that the contractor would need to start on right away?

Response: **Yes. Reference Section 6 Scope of Work, Items 6.1 through 6.8.**

Question 12: Does the candidate need to provide any mentoring and training to Junior level staff members?

Response: **Yes. Reference Items 6.4 and 8.4.**

Question 13: What size team will this consultant be working with?

Response: **The Mainframe Technical Support team consists of one Manager, six team members and four contract workers.**

Question 14: How can one earn the "value add" 5 points? Does it have to do with the company or the consultant proposed?

Response: **Reference Item 10.1.3.**

Question 15: How many total positions are available?

Response: **Reference Question 7 above.**

Question 16: Is it okay to have our company logo on the resume's and other LOC proposal documentation? Or do you prefer to non-logo resume and proposal documentation?

Response: **The company logo on documentation is acceptable.**

Question 17: Is this an existing contract or new contract? If this is an existing contract, so can you provide the name of the incumbent?

Response: **Reference Question 5 above. The incumbent is Terry L. Bergin.**

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 41094