

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 41190, dated March 31, 2014 for the Department of Finance and Administration (DFA)

From: Craig P. Orgeron, Ph.D.

Date: April 11, 2014

Subject: Responses to Questions Submitted and Clarifications to Specifications

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LOC Number 41190 is hereby amended as follows:

Item 6.1 is being modified to read: "Vendors may propose no more than ~~ten (10)~~ eight (8) individuals to be considered separately."

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

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 any incumbent?

Response: No.

Question 2: Do you accept candidates who are not US Citizens/Green Card Holders but authorized to work in United States?

Response: Yes. Refer to LOC Item 4.8.

Question 3: Is ITS planning to fill 10 positions for the MAGIC Trainers?

Response: The State will fill a maximum of eight (8) supplemental training positions, but reserves the right to acquire fewer than eight (8) positions based on project needs. Multiple vendors may be selected to acquire the training positions.

Question 4: Initial contract period will be from contract signature through June 30, 2015. The number of contract hours for the initial term will not exceed 640 hours per individual. Does it mean ITS would spread the services of 10 trainers over the duration of 13 months (June 1014 to June 105)?

Response: **The State currently plans to utilize a maximum of eight (8) supplemental trainers, primarily, over a two to three-month period with a target start date of June 2, 2014. Trainer must be willing to begin work at an earlier date if the project schedule allows for an earlier start date. Based on project needs, the State may elect to utilize select supplemental trainers at additional times during the first year of the new system's operation.**

Question 5: How many persons does your office plan to train during this process?

Response: **Approximately 2,300 individuals will be trained for the State's first Go-Live scheduled for July 1, 2014. Additional individuals will be trained during the State's second scheduled Go-Live in January 2015. State personnel will perform most of the training services.**

Question 6: What is the vision and goal for the training services? For example: Will these be conducted in a large group lab setting for training? How many people will attend each session? How long would you plan for each session to last?

Response: **Training courses range from 4 to 16 hours in duration. The State's goal is to have a maximum of 15 individuals per hands-on session and a maximum of 125 students for lecture courses with two trainers participating in each classroom. Most training courses are designed for individual students to have hands-on instruction and participation with the software using in-classroom PCs.**

Question 7: Who will be the actual groups being trained from the state?

Response: **State agency personnel who are users of the current State legacy systems represent the individuals who will be trained for the new system.**

Question 8: Will ITS provide the computers and equipment set up for training?

Response: **The State will provide the computers and equipment for training. When the instructors are not teaching, they will need to provide their own personal computer for work. The computers need to meet the minimum requirements to run the SAP software. Requirements can be found at: http://www.mmrs.state.ms.us/MAGIC_Tech/MAGIC_Desktop_Requirements.shtml**

Question 9: The RFP states weekly training services from 8 – 5 Monday through Friday. Will this be each week for the duration of the training? Or, will training occur some weeks and other weeks will there be no training scheduled?

Response: Training will be conducted each week from 8 a.m. to 5 p.m., Monday – Friday, leading up to the first Go-Live on July 1, 2014. Following the first Go-Live, training services may be performed on a more select, as-needed basis.

Question 10: 1.1 – Vendors may propose no more than ten (10) individuals to be considered separately. All these individuals will be performing same duties?

Response: All individuals will be serving similar supplemental training duties. Individuals will be assigned different training courses and training workshops.

Question 11: 7.1 – Initial contract period will be from contract signature through June 30, 2015. The number of contract hours for the initial term will not exceed 640 hours per individual. How many individuals are required for this bid?

Response: Refer to the State's response to Question #3.

Question 12: How many references are required? X3 or x6?

Response: Refer to LOC Item 6.8.

Question 13: In 7.1 page 8. We assume there is an initial contract period of 4 months or 640 hours of service. It is our understanding that this LOC will have (x2) 640 hour extensions every 4 months. Is that correct?

Response: Refer to the State's response to Question #4

Question 14: How many total positions are available?

Response: Refer to the State's response to Question #3.

Question 15: Proposal Submission Format should include: Candidates resume, direct telephone#, Attachment A, B & E only. Is that correct?

Response: Refer to LOC Items 1 and 6.

Question 16: Does Attachment C need to be pre-filled and included with submission? Or at time of award only?

Response: No. Attachment C does not need to be pre-filled and included with submission. Refer to LOC Item 6.18.

Question 17: Are these renewal for existing contractor/incumbent in place @ MDFA OR are these complete NEW Position(s)? Why are the position(s) open?

Response: These are new, temporary supplemental training positions that the State has identified based on the number of courses and students that need to be trained for MAGIC.

Question 18: As per 6.1 "Vendors may propose no more than ten (10) individuals to be considered separately". How many Trainers do you plan to hire with this LOC?

Response: Refer to the State's response to Question #3.

Question 19: We are assuming that the Trainer(s) will be teaching different SAP modules. correct?

Response: Yes.

Question 20: Who will be the audience and what will be the Size?

Response: Refer to the State's responses to Questions #5 and #7.

Question 21: Would the training be web based or in a class room setting?

Response: All training classes that the supplemental trainers will be involved are instructor-led classes. These instructor-led training courses are designed for individual students to have hands-on instruction and participation with the software using in classroom PCs.

Question 22: If in classroom setting We are assuming All the materials will be provided by the state to the Trainer including projector, work station and the necessary workbooks?

Response: Yes. Refer to the State's responses to Question #8.

Question 23: Would the consultant be involved in preparing any kind of materials for the Audience OR will the state provide the material to be taught?

Response: The State will provide the training material.

Question 24: Is there a budget or rate range already established for these position(s)?

Response: No.

Question 25: Does the consultant need to have any kind of Training certifications....Would that be a plus?

Response: No. Refer to LOC Items 5.2 and 5.3.

Question 26: As per 7.1 'Initial contract period will be from contract signature through June 30, 2015. The number of contract hours for the initial term will not exceed 640 hours per individual. The State reserves the right to extend the contract for additional term(s)". Could you please explain this in detail what is meant by this? a. Does this mean that the initial contract date is date of signature through June 2015? b. If so then only 640 hours will be worked from contract date through June 2015? Or 640 hours from contract date for each fiscal calendar year?

Response: Refer to the State's response to Question #4. Yes. Approximately 640 hours will be worked. Unless the State elects to extend the contract, each awarded supplemental trainer can work a maximum of 640 hours from the contract date through June 2015.

Question 27: As per "7.2 Individuals will be required to work on-site at the MAGIC Project Office located at 210 East Capitol Street, Suite 1400, Jackson, Mississippi 39201, an average of 40 hours-per-week during normal business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.) under the direction of Ms. Cindy Crocker, MAGIC Project Director. Does this mean the individuals will report to work & work 16 consecutive weeks then leave till the next fiscal year rolls around?

Response: No. Refer to the State's response to Question #4.

Question 28: As per "7.3 The individual(s) must be available during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Individual(s) may occasionally be required to work outside of these hours. So the 16 weeks could be reduced by overtime required outside of the 8:00 to 5:00 Mon – Fri work week?

Response: The State is allowing for a maximum of 640 hours of work, per awarded trainer, based on the State's need. The State is not committing to 640 hours of work. Overtime hours may be included within the maximum of 640 hours of work.

Question 29: Once the 640 hours are completed per term for each contractor they will require another assignment to maintain an income – which in many cases they may not remain an employee of the vendor. If they do remain an employee of the vendor they may not be able to return the next term for another 640 hours. Could you please explain what happens in this case?

Response: Refer to the State's response to Question #28. If the State elects to extend a trainer for an additional period and that trainer is not available for the extension, the State may request the representing Vendor to produce an alternative trainer of equal capability.

LOC responses are due April 22, 2014, 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 Kenny Wilson at 601-432-8218 or via email at kenny.wilson@its.ms.gov.

cc: ITS Project File Number 41190