

## LOC Questions and Clarifications Memorandum

---

**To:** Solicited Vendors for Letter of Configuration (LOC) Number 40392, dated November 21, 2013 for the Mississippi Department of Education (MDE)

**From:** Craig P. Orgeron, Ph.D.

**Date:** December 12, 2013

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

**Contact Name:** Teresa Washington

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

**Contact E-mail Address:** teresa.washington@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:** Is this a renewal for an existing contractors/incumbents in place @ MDE-OCN OR are these complete NEW Position? Why are the positions open?

**Response:** **MDE is seeking to replace an end-of-life contract for these positions.**

**Question 2:** In case a consultant has left this position does the company providing the consultant gets any kind of preference over other vendors?

**Response:** **Preference will not be given to any Vendor responding to this LOC.**

**Question 3:** As per Sections 2: "Development of the payment system began in October 2002 by a consulting firm and was successfully implemented into production in July 2003".

- A) Which firm did the project and are they allowed to bid on this sow?
- B) Do they have any consultants already at MDE who are providing support as part of their project?
- C) When does the support run out?

**Response:** **A) Ciber, Inc. implemented the system. The Vendor will be allowed to bid for these positions.**  
**B) Yes.**  
**C) The contract expires February 28, 2014.**

**Question 4:** As per Sections 2: "The services for this acquisition will include development and implementation of design specifications and business rules into a Microsoft .Net web-based user interface that interface with a Microsoft SQL Server 2000 database." If the app interfaces with a SQL 2000 database why does the consultant need to have 5+ years with SQL SERVER 2008 or greater ???

**Response:** **It is MDE's desire to migrate to an SQL Server 2008 environment.**

**Question 5:** Is Crystal report Utilized for generating Reports? What about SSRS?

**Response:** **Crystal Reports is utilized for generating reports; SSRS is not.**

**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:** What percentage of the work done by the consultant would be  
A) New Development?  
B) Maintaining existing applications?

**Response:** **A) 80%**  
**B) 20%**

**Question 8:** What are the chances of extension beyond the first 12 month period?

**Response:** **The State reserves the right to extend the contract for additional term(s). Please refer to Item 7.1 in the LOC and Article 1.1 in the Standard Professional Services Agreement.**

**Question 9:** Do you currently have INCUMBENTS for the positions mentioned in the above LOC?

**Response:** **Yes. Please see response to Question 3.**

**Question 10:** Are they new positions? Is there any incumbent?

**Response:** **Please see responses to Questions 1 and 3.**

**Question 11:** Could you tell us what is a maximum annual budget for each position?

**Response:** **Please see response to Question 6.**

**Question 12:** Is there any traveling required for these positions?

**Response:** **No.**

**Question 13:** In section 6.3, it is mentioned "Vendors must state the maximum annual percentage increase for their hourly rate, not to exceed 5% annually". Should we state the maximum annual percentage increase in the proposal cost form?

**Response: Yes.**

LOC responses are due December 19, 2013, 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 40392