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# Memorandum for General RFP Configuration

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**To:** Vendors with a current valid proposal for RFP #3253 for Consulting Services  
**From:** David L. Litchliter  
**Date:** November 22, 2002  
**Subject:** Programming Services to create fifty (50) Crystal Report forms for the Mississippi State Hospital  
**Contact Name:** Shey Williams  
**Contact Phone Number:** 601-359-1340  
**Contact E-mail Address:** shwilliams@its.state.ms.us

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The Mississippi Department of Information Technology Services (ITS) is seeking the services described below on behalf of the Mississippi State Hospital (MSH). Our records indicate that your company currently has a valid proposal on file at ITS in response to General RFP #3253 for Consulting Services. Our preliminary review of this proposal indicates that your company offers services that are appropriate to the requirements of this project. Therefore, we are requesting your configuration assistance for the components described below. Please submit a written response for the requested services.

Mississippi State Hospital (MSH), a state psychiatric hospital operated by the Department of Mental Health (DMH), will migrate to a new client data system over the next six (6) months. To maintain productivity, a number of customized reports available on the old system will need to be replicated for the new data system environment. Existing reports were written primarily in Visual FoxPro against data stored in an Informix database. The new data system utilizes a SQL Server database engine operating in a Windows 2000 environment.

MSH is requesting contractual services to develop fifty (50) client demographic and management reports. These reports will be developed using Crystal Reports 8.5.

**1. SPECIFICATIONS**

1.1 Individual proposed must have working experience in the following:

	<b>Technical Skill Set</b>	<b>Minimum Requirement</b>
1.1.1	Visual FoxPro	Min. 3 years
1.1.2	Crystal Report Writer	Min. 1 year
1.1.3	SQL Server Experience Preferred	
1.1.4	Informix Experience Preferred	
1.1.5	Access Experience Preferred	
1.1.6	Windows 2000 Experience Preferred	
1.1.7	SQL Language Experience Preferred	

1.2 Preference will be given to individuals certified in Crystal Report Writer. A copy of the Certification must be included in vendor’s proposal.

1.3 Vendors may propose no more than two individuals.

1.4 The individual will work on-site at MSH located at in Whitfield, Mississippi. The individual will work Monday through Friday, between the hours of 8:00 A.M. and 5:00 P.M.

1.5 Contract period will be from the date of contract signature through June 30, 2003. The contract hours will not exceed 375 hours.

1.6 MSH will define the format and layout of the reports once an award has been made. However, they anticipate the forms looking similar to their current forms. An example of a current forms has been included for reference.

1.7 MSH will review the progress made by the individual after the first one hundred to one hundred fifty hours.

1.8 The anticipated start date of this agreement is January 6, 2003.

1.9 The individual awarded this agreement will be required to sign a confidentiality agreement pertaining to any of the data they may see when working with patient files.

1.10 A telephone number must be included for each individual proposed so they can be contacted for a telephone interview. ITS will pay toll charges in the continental United States. The Vendor must arrange a toll-free number for all other calls. ITS will work with the vendor to set up a date and time for the interview; however, we must be able to

contact the individual directly. Individuals scoring less than 50% of telephone interview points may be eliminated from further consideration.

- 1.11 Proposed individuals may be required to attend an on-site interview with MSH. All costs associated with the on-site interview will be the responsibility of the vendor. Individual(s) proposed must be available for an on-site interview with a 7 day notice from ITS. Individuals scoring less than 75% of on-site interview points may be eliminated from further consideration.
- 1.12 An Experience Questionnaire must be completed and submitted with vendor's response for each individual proposed. All relevant experience must be included in the Experience Questionnaire. Proposals received without Experience Questionnaires for each individual proposed will be eliminated from consideration. Vendors must list each specification (1.1.1, 1.1.2, 1.1.3). Questionnaires that do not list each specification may be eliminated from further consideration. Example of an incorrect entry would be 1.1.1-1.1.3. Each entry must be for a different company. Example of an incorrect entry would be three references listed in the same company.
- 1.13 Vendor must provide at least three (3) references for proposed individuals. ITS prefers that references be from completed and/or substantially completed jobs that closely match this request. Reference information can be submitted on the Experience Questionnaire. Reference information must include at a minimum entity, supervisor's name, supervisor's telephone number, length of project, and a brief description of the project. References that are no longer in business cannot be used.
- 1.14 Reference checks will be conducted as the final step of the evaluation process and will only be performed for the top candidates. References will not be scored. However, individuals receiving negative references may be eliminated from further consideration.
- 1.13 A copy of each individual's resume must be included. Proposals received without resumes will be eliminated from consideration. However, ITS will not use a resume to add experience to the Experience Questionnaire. The Experience Questionnaire must certify the amount of experience in months and the applicable specification(s) met by each project.
- 1.14 Individuals proposed must be proficient in spoken and written English.
- 1.15 Individuals proposed must be a U.S. citizen or meet and maintain employment eligibility requirements in compliance with all INS regulations. Vendor must provide evidence of identification and employment eligibility prior to the award of a contract that includes any personnel who are not U.S. citizens.
- 1.16 The individual assigned to this project will remain part of the project throughout the duration of the contract as long as the personnel are employed by the Vendor, unless replacement by the Vendor at the request of ITS. This requirement includes the responsibility for ensuring all non-citizens maintain current INS eligibility throughout the duration of the contract.
- 1.17 The State will use the following items to evaluate the lowest and best responder.
  - 1.17.1 Cost

1.17.2 Experience

1.17.3 Interview

1.17.4 Value Add

## 2. INSTRUCTIONS TO SUBMIT COST INFORMATION

Please use the attached CP-6: General RFP Information Form to provide cost information. Follow the instructions on the form. Incomplete forms will not be processed.

## 3. PROPOSAL REQUIREMENTS

1. Respond to each point in all sections and exhibits with the information requested. Label and respond to each outline point in each section and exhibit as it is labeled in the Letter of configuration (LOC).
2. The vendor must respond with 'ACKNOWLEDGED', 'WILL COMPLY' or 'AGREED' to each point in each section within this LOC with which the vendor can comply.
3. If vendor cannot respond with 'ACKNOWLEDGED', 'WILL COMPLY', or 'AGREED', then vendor must respond with 'EXCEPTION'. If vendor responds with 'EXCEPTION', vendor must provide detailed information related to that response.
4. Where an outline point asks a question or requests information, vendor must respond with the specific answer or information requested.

## 4. DELIVERY INSTRUCTIONS

Vendor must deliver their response to Shey Williams at ITS by **Friday, December 6, 2002** by 3:00 P.M. (Central Time). Responses may be delivered by hand, via mail or by fax. Fax number is (601) 354-6016. **ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF PROPOSALS.** It is solely the responsibility of the vendor that proposals reach ITS on time. Vendors should contact Shey Williams to verify the receipt of their proposals. Proposals received after the deadline will be rejected.

If you have any questions concerning this request, please e-mail Shey Williams of ITS at [shwilliams@its.state.ms.us](mailto:shwilliams@its.state.ms.us). **Any questions concerning the specifications detailed in this LOC must be received by Monday, December 2, 2002 by 3:00 P.M. (Central Time).**

Enclosure: CP-6: General RFP Information Form  
Experience Questionnaire

## **CP-6: GENERAL RFP INFORMATION FORM - 3253**

Please submit the **ITS** requested information response under your general proposal #3253 using the following format.

Fax your completed form back to 601-354-6016 addressed to the Technology Consultant listed on the fax cover sheet. If the necessary information is not included, your response cannot be considered.

**ITS Technology Consultant Name:** Shey Williams **RFP#** 3253  
**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

FUNCTION	INDIVIDUAL NAME	HOURLY RATE**	INDIVIDUAL'S DIRECT TELEPHONE #

**\*\*If Vendor travel is necessary to meet the requirements of the LOC, Vendor should propose fully loaded costs including travel.**

**EXPERIENCE QUESTIONNAIRE – Jane Doe -**

The information provided below will be used to calculate experience points and to contact references. If one project included more than one specification, you can reference the specifications in one table (See below for example). Each specification must be listed individually. A correct entry would look like: 1.1.1, 1.1.2, 1.1.3. An incorrect entry would look like: 1.1.1-1.1.3

<b>Specification</b>	3.1.2, 3.1.3, 3.1.5
<b>Entity</b>	ABC Company
<b>Supervisor's Name</b>	Joe Smoe
<b>Supervisor's Title</b>	Head Honcho
<b>Supervisor's Telephone #</b>	555-555-5555
<b>Supervisor's E-Mail Address</b>	jsmoe@abccompany.com
<b>Length of Project</b>	May 1999 – May 2000 (12 months)
<b>Brief Description of Project</b>	The ABC project allows bankers to share information on-line pertaining to individuals credit reports

<b>Specification</b>	3.1.4, 3.1.5, 3.1.7
<b>Entity</b>	DEF
<b>Supervisor's Name</b>	Jane Smoe
<b>Supervisor's Title</b>	Head Honcho
<b>Supervisor's Telephone #</b>	555-555-5555
<b>Supervisor's E-Mail Address</b>	jsmoe@defcompany.com
<b>Length of Project</b>	May 2000 – May 2001 (12 months)
<b>Brief Description of Project</b>	The ABC project allows farmers to share information on-line pertaining to cattle prices

<b>Specification</b>	3.1.5, 3.1.6, 3.1.8
<b>Entity</b>	GHI Company
<b>Supervisor's Name</b>	Jim Smoe
<b>Supervisor's Title</b>	Head Honcho
<b>Supervisor's Telephone #</b>	555-555-5555
<b>Supervisor's E-Mail Address</b>	jsmoe@ghicompany.com
<b>Length of Project</b>	May 2001 – May 2002 (12 months)
<b>Brief Description of Project</b>	The ABC project allows consultants to share information on-line pertaining to consulting jobs