

Memorandum

To: To all Vendors responding to RFP 17-003 for the acquisition of Document Management System software for the Mississippi Department of Child Protection Services (MDCPS)

Date: May 17, 2017

Re: Response to Vendor Questions and Clarifications to Specifications

RFP No. 17-003 is being modified as follows:

1. The RFP Response Due Date is being changed from “May 25, 2017” to “May 31, 2017”.
2. The Project Schedule in Section 2 is being replaced with the following:

Task	Date	Time
First Advertisement Date	4/18/17	
Second Advertisement Date	4/25/17	
Deadline for Submission of Vendor’s Written Questions	4/28/17	3:00 p.m.
Questions and Answers Released by	5/17/17	
Proposals Due No Later Than	5/31/17	3:00 p.m.
Proposal Evaluation Begins	6/1/17	
Contract Negotiations Begin (estimate)	6/19/17	
Estimated Project Start Date (estimate)	7/15/17	

The following questions were submitted by Vendors in accordance with the instructions included in Sections 3.2.1 and 6.2.1 of RFP 17-003. Questions are stated as they were submitted:

Question Number	RFP Reference	Question	MDCPS’ Response
1		What are the categories and types of documents to be stored in the Document Management System and how are they organized today?	Agency-wide categories consist of, but is not limited to: Intake Report, Investigation, Case, Provider, Person, Purchase Order, Payment, Networking, and Application. Data is organized in paper files (majority) and intranet.

2	6.4.1	For the two years of case data, what is the format of the data to be converted and migrated?	Data is in Microsoft Word, Excel, or PDF format.
3	6.4.1	What is the size (digital storage requirements for digital data and physical storage size if any paper documents) of the two years of data?	Digital storage is more than 1TB, and physical storage size is unknown. Physical storage minimally consists of 6,100 foster kids files, parent file, resources file, and investigation file.
4	6.4.1	Is there sample data available for reviewing: sample files/forms/documents without PII are fine?	No.
5		What is the current fax solution used by the agency?	Primary use is through copiers.
6	6.3.1.19	Please provide details regarding expectations for 6.3.1.19 and the disaster recovery plan. Are you looking for the vendor to provide the actual hardware/software infrastructure including design & implementation, the documented procedures of disaster recovery, or both?	If the solution is Vendor hosted or cloud, Vendor is expected to provide both.
7		Can you please provide documentation and or a detailed description of any document workflow processes and approval processes associated with the documents meant to be stored in the Document Management System?	MDCPS is in the process of acquiring a case management system. Most of the detail on workflow processes and approval is currently unknown.
8		Can you please provide digital samples of all paper forms that are to be stored in the Document Management System and do you desire these forms to be made electronic and follow specific workflows and approvals? If yes, please provide details?	Samples cannot be provided. It is desirable that forms be made electronic. However, detail is unknown as stated in question #7 above.