



The State of Mississippi
Phil Bryant, Governor
Jess H. Dickinson, Commissioner
www.mdcps.ms.gov

Memorandum

To: To all Vendors responding to RFP 18-001 for the acquisition of IV&V services for the implementation and Development of a Comprehensive Child Welfare Information System (CCWIS) for the Mississippi Department of Child Protection Services (MDCPS)

From: Cindy Greer *Cindy Greer*

Date: December 1, 2017

Re: Response to Vendor Questions and Clarifications to Specifications

RFP 18-001 is being amended as follows:

1. The proposal due date is being changed from December 7, 2017 to December 15, 2017. Both references to "December 7, 2017" on page 1 (cover page) of the RFP are being changed to "December 15, 2017".
2. Item 1.5.1 Initial period. The content of this item is being deleted and replaced with the following: "The initial term of the contract shall begin on the date it is signed by all parties and shall continue until 6/30/21, or other date as agreed upon by the parties."
3. Item 2, Project Schedule: The project schedule on page 7 of the RFP is being deleted and replaced with the following schedule:

<u>Task</u>	<u>Date</u>	<u>Time</u>
First Advertisement Date	11/7/17	
Second Advertisement Date	11/14/17	
Deadline for Submission of Vendor's Written Questions	11/17/17	3:00 p.m.
Questions and Answers Released by	12/1/17	
Proposals Due No Later Than	12/15/17	3:00 p.m.
Proposal Evaluation Begins	12/16/17	
Contract Negotiations Begin	1/16/18	
Estimated Project Start Date	2/15/18	

4. Item 3.4.6.4 is being revised to remove the item/section number reference, and will read as follows: "Item-by-Item response to the Technical Specifications, which includes the Scope of Work".
5. Item 3.4.6.5 is being revised to remove the item/section number reference, and will read as follows: "Item-by-Item response to Vendor Qualifications, which includes the Proposed Project Staff and Location of Work sections."
6. Item 3.4.6.7 is being revised to remove the item/section number reference, and will read as follows: "Vendor response to Cost Proposal, which includes the Payment Information and Change Order sections."
7. Item 6.1 is being revised to remove the reference to sections and will read as follows: "Vendor must provide an "Item-by-Item" response to each item in this section, as described in Item 3, Administrative Requirements."
8. Item 9.1.6 is being revised to delete the first sentence and will read as follows: "The proposed individuals should possess the necessary skills and certifications for the roles they are fulfilling."
9. Item 9.4.1.4 is being revised to change the item number references and will read as follows: "Experience relating to the requirements identified above in item 9.2 for the project manager, and item 9.3 for key personnel;"
10. Item 10.4 is being revised to delete the second sentence. The revised item will read as follows: "The Contractor is expected to provide equipment for the staff assigned and any other contractor staff that will provide services for this project (laptop or desktop and printer)."
11. Item 11.2, the second sentence is being modified to replace "Phase" with "deliverable" and will read as follows: "The payment for each major deliverable identified by the Vendor in the Project Work Plan from project beginning to completion shall be a contractually agreed amount minus a twenty percent (20%) retainage. The sum of payments will total the fixed costs for each deliverable, as itemized in the Contractor's cost proposal. The retainage will be paid after acceptance of the last deliverable and any outstanding issues have been corrected."
12. Item 11.3 is being modified to change "calendar days" to "working days", "accessed" to "assessed", and to add a sentence. This revised item will read as follows: "Vendor should be aware that payments for this project will be made on a deliverables-based schedule, upon State acceptance of the agreed upon deliverables/milestones. Delays caused by Vendor shall result in penalties being assessed at the time of a missed milestone on a daily basis at a rate of \$1,000.00 per working day until such milestone is met. The Vendor will not be penalized for delays caused by the State."
13. Appendix A is being replaced in its' entirety with the content of Attachment A, which is attached to this document, to include the parts of the table that were extended beyond the margin.

14. Appendix C is being replaced in its' entirely with the content of Attachment B, which is attached to this document, to include the parts of the table that were extended beyond the margin.

The following questions were submitted in accordance with the instructions included in Item 6.2.1 of RFP 18-001. The questions are stated as submitted:

Question Number	RFP Reference	Question	MDCPS' Response
1		Could the state provide the anticipated end date of the project	The estimated end date is June 30, 2021.
2		Can the State please provide the expectation for the staff to be onsite?	The State's expectation is included in Article 2 of the sample contract attached to the RFP as Appendix D. Item 10 of the RFP includes items that must be addressed concerning onsite/offsite work. It is incumbent upon the Vendor to propose the best combination of onsite and offsite work to successfully accomplish the task required for this project.
3	7.1.3	Could the State please define what types of testing is included in "Independent testing"	The State has not defined the types. May be determined by the IV&V Vendor based on current business models or best practices, subject to the State's approval.
4	9.2.2.6	PM experience – can the State consider work experience in lieu of bachelor's degree?	The State is willing to consider work experience, but reserves the right to award based on the requirement.
5	10.4	Will State provide the necessary tools for the IV&V vendor staff?	The State cannot commit to providing tools that are currently unknown, and does not guarantee that the tools will be provided. It is incumbent upon the Vendor to propose an all-inclusive proposal identifying all components as indicated in Item 12, "Cost Proposal".
6		With reference to MDCPS RFP No. 17-001, has the State selected 9 technical consultants?	The State has contracted with eight consultants.

7	General	What is the overall budget for the program to implement the MS MACWIS system?	A concise amount is not available.
8	General	What is the year by year breakdown of the budget for the project?	This information cannot be provided at this time.
9	General	Is there an overall project schedule that can be shared?	No. However, the State has prepared a roadmap that has been modified extensively. This can be provide upon request.
10	General	In the DDI RFP for this project (RFP-17-001-MDCPS-CCWIS-Professional-Services) on page 7, it stated the start date for the project was 6/1/2017. What was the actual start date for the project? Has the end date of the project been delayed?	6/1/17 was the projected start date for the professional services needed. This project has been ongoing since 2010, but a change in direction/methodology occurred in mid-2016. See the background information in Item 1.2 of that RFP and this RFP. The end-date is still projected to be June 30, 2021.
11	General	If a company is providing technical assistance to MDCPS but unrelated to the current or proposed MACWIS system, we assume that this would not be a conflict of interest. Can the state confirm that this would not be a conflict?	Services provided in areas independent of this project should not be a conflict of interest, however the State cannot confirm without additional information.
12	General	Respectfully request an extension of the due date until 12/15/217.	See Amendments #1 and 3 above.
13	7.1.3 – Page 32	Independent testing or operation of software - Can the state detail how and to what extent the testing responsibilities differ between the vendor, the state internal QA/QC, and the selected IV&V vendor?	The level of detail is the distinguishing factor. The development Vendor and internal team would be expected to test at a far greater, more inclusive level than what is required of the IV&V Vendor. IV&V testing is expected to be, more or less, a validation of Vendor testing.
14	Article 1, Section 1.1 - Page 55	The contract period was mentioned in two places: Sections 1.1 and 1.5. (a) 1.1 ("February 1, 2018, or the date it is signed by all parties, whichever is later, and shall continue until the close of business on June 30, 2021. At the end of the initial term, this	Most dates included in the RFP are estimates. The initial 48 month term was based on a start date of 7/1/17. The actual date would be the date the contract is signed by both parties as indicated in Article 1.1. The Vendor should plan

		<p>Agreement may, upon the written agreement of the parties, be renewed for an additional term, the length of which will be agreed upon by the parties.”) and (b) 1.5 (“Contract Term 1.5.1. Initial Period. The term of the contract shall be for four (4) years from date of signing. 1.5.2. Renewal Period. The contract shall be renewable for one (1) additional year as agreed upon by the parties should services still be required.”).</p> <p>1.1 indicates a base period of 41 months while the second indicates a base period of 48 months. Can the state resolve this difference?</p>	<p>for an end-date of 6/30/21. Renewal options would be exercised should services be needed beyond this date. See Amendment #2 above.</p>
15	3.4.6 – Page 19	<p>Per 3.4.4.2 we are to respond to the sections and exhibits in the same order as the RFP and in 3.4.6 we are provided a list of items that must be in our proposal response. Does 3.4.6 provide the order in which the responses are to be provided?</p>	No.
16	3.4.6.3 – Page 19	<p>Per 3.4.6.3. Proposal Exception Form, if applicable (Appendix A) is listed as items to be included. Is a Proposal Exception Form required if there are no exceptions to the RFP?</p>	No. See the second paragraph of the Proposal Binding Signature and Contact Information on page 2 of the RFP.
17	3.4.6.4 – Page 19	<p>Should 3.4.6.4. Item-by-Item response to Technical Specifications (Item 6) include item 7 – Scope of Work and be renamed Item-by-Item response to Technical Specifications (Item 6 and Item 7)?</p>	Yes, it includes the Scope of Work. See Amendment #4 above.
18	3.4.6.5 – Page 20	<p>Should 3.4.6.5. Item-by-Item response to Vendor Qualifications (Item 7) be changed to Vendor Qualifications (Item 8)</p>	The item number reference is being removed. See Amendment #5 above.
19	3.4.6 – Page 20	<p>Where should responses to Proposed Project Staff (Item 9) go in our response?</p>	It should be included after the response to Item 8, Vendor Qualifications and Experience, per Item 3.4.4.2 of the RFP. Also, see Amendment #5 above.
20	3.4.6.7 – Page 20	<p>Since Items 10-11-12 and 13 all relate to Appendix C, should</p>	See Amendments #5 and #6 above.

		3.4.6.7. Vendor response to Cost Proposal (Item 8 and Appendix C) be changed to 3.4.6.7. Vendor response to Cost Proposal (Items 10-13 and Appendix C)?	
21	3.4.6 – Page 20	Does 3.4.6 reflects the order of our response?	No, the order is not referenced in this item. See Item 3.4.4.2.
22	3.4.6.3 3.4.6.8 3.4.6.9 3.4.6.10 3.4.6.11 3.4.6.12 3.4.6.13 – page 20	May applicable forms and artifacts listed under 3.4.6.3 and 3.4.6.8 – 3.4.6.13 be included (as ordered) within one tab as the last tab of our submission?	Yes, this is acceptable.
23	3.5 – Page 20	We are to provide an 'item-by-item' response to 'each outline item'. Would the state please clearly define an 'outline item' as it relates to an 'outline level'? For example: <i>6.2 Statements of Understanding Specific to this Project</i> contains sub-levels 6.2.1; which then contains sub-levels 6.2.1.1-6.2.1.4. Should our 'item by item' response be at highest-level (level 6.2), the sub-level (6.2.1) or the lowest level (6.2.1.1)?	All leveled items are considered to be outline items. However, this requirement is referring to all items with content. For example, Item 6.2 would not require a response since it is header, but all sub-level under it does.
24	3.5.3 – Page 20	Section 3.5.3 indicates should any amendments be issued we must provide an Item by item response to new or edited section items. Does the state require the response to the amended section/text within the original RFP outline context or should we include the actual amendment document with a response for each item? If we are to indicate within the amendment document, under what section of our response should we include this content?	Amendment and clarifications issued prior to proposal submission should be made within the original RFP context. Responses to clarifications issued after the proposal submission due date would include the actual document with a response to each item.
25	4.11.15 – Page 27	Exactly what information/document is considered as an acceptable 'certification of E-Verify compliance'?	This could vary, but evidence of certification or documentation received from www.dhs.gov/e-verify would be sufficient.

26	5.1.3 and 3.4.6.12 – Page 28	Vendors are required to submit a vendor code or W-9 with the Vendor's proposal. Since we have not been asked to provide any responses to section 5. Vendor Payment Information directly, if we have a MAGIC vendor code and are not submitting a W-9, under what section should we provide our MAGIC vendor code?	See Item 3.4.4.2 concerning order of response. Note: Although, all items are not specifically referenced in the request for an item-by-item response, the Vendor is not precluded from responding to other items, nor is this an implication that the Vendor should only reply to an item for which an item-by-item response is required.
27	9.4.1.1	Specific Responsibilities of Vendor Personnel. Does the state require the responsibilities of the personnel as they relate to this RFP, as they relate to each 'relevant project' or as they relate to the 'experience requirements' identified in 9.2 and 9.3?	Vendor responsibilities should be those relevant to projects included in the resume as work experience. Ideally, the proposed staff's relevant project would satisfy the experience requirements included in this RFP.
28	9.4.1.3	Month/Year range for experience – does this in relation to 9.4.1.4 (Experience relating to the requirements of 8.3 above) or a duplicate of 9.4.1.5 (time periods)?	In 9.4.1.3, month/year range refers to the month and year for all work experience included in the resume. Note: all work experience included may not be a relevant project. Item 9.4.1.5 lists the requirement for relevant projects included within work experience, which includes time period.
29	9.4.1.4	Experience relating to the requirements identified in 8.3 above. Section 8.3 does not specify any requirements. Please advise of the correct reference.	Experience requirements are included in Item 9. See Amendment #9 above.
30	9.4.1.5	Section 9.4.1.5 states 'listing of relevant projects with customer name, time periods and brief description of project scope' while the 3 rd sentence of section 9.4.2 states 'Resumes should list the following information for each project reference' and continues with 9.4.2.1 – 9.4.2.9. Question: What does the State expect to be included for each 'relevant project' cited on the resume?	Item 9.4.1.5 refers to all relevant projects in the resume (see questions #28 above), while 9.4.2 just refers to the information required for the two projects that will be used as references. Each relevant project included on the resume should include the customer name (company), time period, and a brief description of the project scope along with the specific responsibilities (duties) required in 9.4.1.1.

31	General	Does the State expect a response to every section of the RFP or just those sections listed in Section 3.4.6 (pg. 19)?	See the response question # 26 above. The Vendor is encouraged to appropriately respond to all items where a response may be warranted, to avoid being subject to elimination for being considered non-responsive. See item 4.1.1 of the RFP.
32	3.4.2.1 – Page 19	Is the Cost Proposal to be submitted separately from the Technical Proposal? If so, how many copies of the Cost Proposal does the State require?	No.
33	3.4.6 – Page 19	This section does not reference a response to Section 7: Scope of Work or Section 9: Proposed Project Staff. Please clarify.	See the response to questions # 17 through 20 above. See also Amendments #4, 5, and 6 above.
34	3.4.6.5 – Page 20	"Item-by-Item response to Vendor Qualifications (Item 7), Item (Section) 7 of the RFP includes the Scope of Work. Item (Section 8) of the RFP includes Vendor Qualifications. Can the State please clarify which items (sections) of the RFP require an "item-by-item" response?	See the response to questions # 17 through 20 above. See also Amendments #4, 5, and 6 above.
35	3.4.6.7- Page 20	Is the reference to Item 8 meant to refer to Section 12?	See the response to questions # 17 through 20 above. See also Amendments #4, 5, and 6 above.
36	4.1.11 – Page 23	Where in the proposal should vendors provide the copies of subcontractor agreements?	In accordance with Item 3.4.4.2, with this Item being a requirement of Section 4, it would appear before the response to section 5, 6, etc.
37	4.10 – Page 25	Where in the proposal should vendors provide the conflict of interest statement?	See the response to question #36 above.
38	6 – Page 30	"Vendor must provide an "Item-by-Item" response to each item in this section 6 – 9..." Can the State please clarify this requirement? Are we correct in thinking that item-by-item responses are required for each outline item in Section 6: Technical Specifications, 7: Statement of Work, 8: Vendor Qualifications and Experience, and 9: Proposed	See Amendments # 4, 5, 6, and 7 above. Yes, the State would like an item-by-item response for Sections 6 through 10.

		Project Staff? Would the State also like item-by-item responses to Section 10: Location of Work?	
39	6.1 – Page 30	Are responses to Sections 6-9 to be provided as one section titled Technical Specifications? Or are Sections 6-9 supposed to be submitted as individual sections?	They may be submitted as one section, or as individual sections.
40	7.7 – Page 33	Is the State requesting that the IV&V vendor evaluate the code base or only the coding standards? If the code base is expected to be evaluated, will the IV&V vendor have access to the code base from each developer in order to perform this evaluation? What technology will be used for coding?	The IV&V Vendor is expected to evaluate the coding standards. The coding technology has not been finalized.
41	8.4.2 – Page 35	Are the forms provided in RFP Appendix B to be provided in response to the section? If not, please clarify how this requirements differs from that listed in RFP Appendix B.	The form is not required in response to 8.4.2. Vendor may identify the project in response to this requirement. This project may also be used as one of the projects to be included on the form in Appendix B.
42	9.1.5 – Page 35	In providing "the maximum number of person-hours dedicated to the project", does this apply to person-hours per key personnel or total number of person-hours for the entire project, inclusive of all staff?	It is inclusive of all staff.
43	9.3.4 – Page 38	This section requires the percentage of time that each key person will be dedicated to the project. However, Section 9.1.6 (pg. 35) states that this information will be required upon contract award. Please clarify.	A response to 9.3.4 is required at the time the proposal is submitted. See Amendment #8 above.
44	9.4.1 – Page 38	If vendors choose to provide resumes of support staff, are references also required for those staff?	Yes.
45	9.4.1.4 – Page 39	This section references Section 8.3, which does not seem to be applicable to this requirement. Please clarify.	See Amendment #9 and the response to question #29 above.

46	10.1 – Page 39	With regard to approach to on-site v. off-site, in what section should vendors provide this information?	See Item 3.4.4.2 of the RFP concerning the order to respond. Based on these instructions, it would follow the response to the items in 9.4.
47	11.2 – Page 40	“...will total the fixed costs for each Phase...” Can the State clarify what should be considered phases in this context?	“Phase” is being changed to “deliverable”. See Amendment #11 above.
48	12.1 – Page 40	12.1, pg. 40: indicates that the services of the IV&V vendor “...will be required for two to three years...”, however Section 1.5.1 (pg. 16) indicates that that the initial contract term will be for four years. Since the duration of the engagement will determine the total cost of the IV&V Project, can the State please clarify the duration of the project that should be used for pricing purposes?	See the response to question #14 above. Also see Amendment #2 above.
49	12.1 – Page 40	12.1, pg. 40: indicates that “The Vendor must propose a fixed annual amount for all services requested in this RFP...”, however in Section 11.3 and the Cost proposal in Appendix C both reference payments on a deliverable basis. Please clarify.	The fixed cost will be paid based on deliverables. See Amendment #11 above.
50	15.3 – Page 42	With regard to On-site Demonstrations and Interviews, can the State describe the points that are available as a result of the on-site demonstrations and interviews?	There are no points directly associated with the on-site demonstrations and interviews.
51	Appendix A – Page 45	<i>RFP Item Number Table</i> The right column of the table is cut off. Can the State please republish this table?	Yes, Appendix B is being replaced in its' entirety. See Amendment #13 above and Attachment A to this document.
52	3.4.6 – Page 19 and Sections 6-9 – Page 30	Items that must be included in proposal response - There appears to be a slight discrepancy in the section numbering; page 19 does not list section 9. And neither address section 10. Could CPS please explain or resolve?	See the response to questions #17 through 20 above. See also Amendments #4, 5, and 6 above.
53	10.4 – Page 39	The contractor must be prepared to find office space and provide computer resources needed for other staff.” Please clarify the	The mention of “other staff” refers to that of the Contractor. See Amendment #10 above. The State will make a

		organization/source and expected number of these other staff. Will these expenses be reimbursed paid on a monthly/quarterly basis, or must they be tied to a deliverable as required by 11.1? Are these reimbursements subject to retainage? How will this cost be evaluated? Will the State provide/allow access to the State's computer network from this location? If no, must the IV&V vendor supply network access for these other staff?	determination on what access is needed once the contract is underway.
54	11.3 – Page 40	Penalties - IV&V services can move no faster than the work being done by State and Implementation vendor. Please clarify that the financial penalty applies only when IV&V deliverable schedule is missed (i.e., IV&V plans to deliver an evaluation x days after a specific event and delivers on (x+2) days – that would incur a \$2,000 penalty.) And that the IV&V contractor is not responsible for deliverable or milestone dates missed by State or other contractors. ((Also note that the penalty is per Calendar day and not per working day – let's ask to change that.))	The Contractor will not be penalized by delays caused by the State. See Amendment #12 above.
55	13.1 – Page 40	Fully loaded and base rates - Please clarify how the State will evaluate this cost. ((Assume a certain number of hours and mix of loaded/base hours?))	This rate (without calculations) will be evaluated against competing proposal using the formula included in item 15.2.3.1 of the proposal.
56	15.2.3.1 – Page 41	How do they determine total lifecycle cost?	Lifecycle cost encompasses all items provided for the duration (all years) of the contract. In this instance, it will be the total fixed cost for the project.

If you have any questions concerning the information above, you may contact Debra Spell at by phone at 601-359-2642, or by email at debra.spell@mdcps.ms.gov.

Table 2 – Optional/Alternate Deliverables

Deliverable Item Number/Other	Deliverable	Deliverable Cost	Less 20% Retainage	Payment

Table 3 – Other Cost

Item Description	Quantity/Frequency	Cost	Extended
Total			

Table 4 – Change Order Rates

Item Description	Base Rate	Fully-Loaded Rate