



STATE OF MISSISSIPPI
Phil Bryant, Governor

MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES
Dr. David A. Chandler, Commissioner

Memorandum

To: Vendors responding to RFP 17-007 for the acquisition of a Technical Procurement Project Manager to provide services for the Mississippi Department of Child Protection Services (MDCPS)

Date: June 14, 2017

Re: Clarifications to Specifications

RFP 17-007 is being amended as follows:

1. Cover Page, "RFP Response Due Date and Time:" is being modified as follows:

RFP Response Due Date and Time:

~~June 16, 2017~~ June 23, 2017, 3:00 p.m. Central Time

2. Cover Page, "RFP Advertisement:" is being modified as follows:

For the acquisition of a ~~Procurement Project Manager to provide services~~ Technical Procurement Project Management Services for the Mississippi Department of Child Protection Services (MDCPS).

3. Cover Page, "Mark Envelope/Label with:" is being modified as follows:

RFP Number: 17-007

RFP Response Due Date: ~~June 16, 2017~~ June 23, 2017, 3:00 p.m. Central Time

Attention: Donna Hamilton

4. Introduction and Overview, Item 1.1 Purpose is replaced with the following:

Through the issuance of RFP No. 17-007, the Mississippi Department of Child Protection Services (MDCPS) is seeking to acquire Project Management Services for technology procurements. The awarded vendor will provide consultation to current staff to support procurement activities for the Comprehensive Child Welfare Information System (CCWIS) project.

5. Introduction and Overview, Item 1.2 Background is replaced with the following updated description:

1.2 Background

In April 2016, the Mississippi Legislature officially established the Mississippi Department of Child Protection Services (MDCPS). MDCPS is seeking Technical Procurement Project Management Services to assist the Agency by performing technology procurements and providing mentoring and procurement training to MDCPS staff.

6. Contract Term, Item 1.4.1 Initial Period is modified as follows:
 - 1.4.1 Initial Period. The term of the contract shall be for ~~four~~ two (2) years from date of signing.
7. Project Schedule is being modified as follows:

<u><i>Task</i></u>	<u><i>Date</i></u>	<u><i>Time</i></u>
First Advertisement Date	5/31/17	
Second Advertisement Date	6/7/17	
Proposals Due No Later Than	6/16/17 6/23/17	3:00 p.m.
Proposal Evaluation Begins	6/19/17 6/23/17	
Contract Negotiations Begin	6/26/17 6/28/17	

8. Response Format Requirements, Item 3.4.2.1 is modified as follows:
 - 3.4.2.1 The Vendor is required to submit one clearly marked original response, ~~six (6)~~ four (4) copies, and an electronic copy of the complete proposal, including all sections and attachments. Each original or copy must be in a separate 3-ring binder.
9. Statements of Understanding Specific to this Project, Item 6.2.1 is being modified as follows:
 - 6.2.1 The Initial contract period will begin upon execution of a professional services contract. ~~The number of contract hours will not exceed 2,100 hours per year~~

~~for full time positions.~~ The State reserves the right to extend the contract for an additional one (1) year term(s).

10. Statements of Understanding Specific to this Project, Item 6.2.2 is hereby deleted.

11. Statements of Understanding Specific to this Project, Item 6.2.3 is being modified as follows:

6.2.3 The ~~individual(s)~~ Vendor must be available during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. ~~Individual(s) Vendors~~ may occasionally be required to work outside of these hours. ~~All work must be performed onsite unless the individual is "On Call", working overtime, or on "special assignment" outside of the main office building.~~

12. Statements of Understanding Specific to this Project, Item 6.2.4 is being modified as follows:

6.2.4 ~~The selected individual(s) will be allowed to work remotely when believed appropriate by the State. All work completed remotely must be pre-approved by MDCPS.~~ Some of the ~~tasks~~ deliverables required under this agreement, such as training, must be performed on-site at the MDCPS office located at 700 North Street, Jackson, MS 39202.

13. Statements of Understanding Specific to this Project, Item 6.2.5 is being modified as follows:

6.2.5 The ~~individual~~ Vendor(s) awarded to provide these services will use its best efforts to maintain continuity in the Project Management personnel assigned to perform the Services remain part of the project throughout the duration of the contract as long as the personnel are employed by the Vendor, unless replaced by the Vendor at the request of MDCPS. This requirement includes the responsibility for ensuring all non-citizens maintain current USCIS eligibility throughout the duration of the contract.

14. Requirements for Providing Professional Services Experience, Item 6.3.4 is being modified as follows:

6.3.4 The Procurement Project ~~Manager~~ Management Services will ~~provide~~ include all procurement related ~~services~~ activities in support of the CCWIS Project in accordance with the procurement laws of the State of Mississippi. These services include but are not limited to, the following:

15. Requirements for Providing Professional Services Experience, Item 6.3.4.1 is being modified as follows:

6.3.4.1 Assist the CCWIS Project team by ~~leading~~ providing consultation to MDCPS staff during the procurement of desired technical resources to supplement State staff, including requirements gathering, development of procurement documentation, evaluation, selection, and contracting of selected vendor(s).

16. Requirements for Providing Professional Services Experience, Item 6.3.4.2 is being modified as follows:

6.3.4.2 Assist the CCWIS Project team by ~~leading~~ providing consultation to MDCPS staff during the procurement of desired technical software and hardware solutions, including requirements gathering, development of procurement documentation, evaluation, selection, and contracting of selected vendor(s).

17. Requirements for Providing Professional Services Experience, Item 6.3.5 is being modified as follows:

6.3.5 The Procurement Project ~~Manager~~ Management Services must include mentoring State team members, as needed, on State of Mississippi procurement laws and assist with the development of efficient and effective work flow(s)/operation(s) within the MDCPS Procurement Unit.

18. Requirements for Providing Professional Services Experience, Item 6.3.6 is being modified as follows:

6.3.6 The ~~Procurement Project Manager~~ Vendor(s) must provide a detailed description of services performed each month ~~along with a time sheet using the template provided by MDCPS.~~

19. Requirements for Providing Professional Services Experience, Item 6.3.7 is being modified as follows:

6.3.7 The Vendor(s) ~~Procurement Project Manager~~ will provide a monthly invoice to MDCPS along with a report of billable ~~tasks~~ units.

20. Requirements for Providing Professional Services Experience, Item 6.3.8 is hereby added:

6.3.8 Key Personnel proposed must have a bachelors degree in computer science, information management, or a related field from an accredited college/university. Vendor must list all degrees and the college/university from which degree(s) was received.

21. Requirements for Providing Professional Services Experience, Item 6.3.9 is hereby added:

6.3.9 Key Personnel proposed must have a minimum of 5 years procurement experience that includes requirements gathering and writing Request for Proposals (RFP). Vendors must provide a summary of relevant work experience and provide at least 3 reference projects where the proposed personnel authored RFPs for technology procurements.

22. Item 6.4 Interviews is being modified as follows:

6.4 ~~Interviews~~ Presentations

23. Item 6.4.1 is being modified as follows:

6.4.1 A telephone number must be included for each key personnel individual proposed so the individual can be contacted for a telephone interview in Appendix C. The State is willing to pay toll charges in the continental United States. The Vendor must arrange a toll-free number for all other calls. MDCPS will work with the Vendor to set up a date and time for the ~~interview~~ presentation; however, MDCPS must be able to contact the ~~individual~~ key personnel directly.

24. Item 6.4.2 is being modified as follows:

6.4.2 ~~Individuals~~ Vendors scoring less than 75% of ~~telephone interview~~ presentation points may be eliminated from further consideration.

25. Item 6.4.3 is being modified as follows:

6.4.3 ~~Proposed individuals~~ Vendors may be required to ~~attend~~ provide an on-site ~~interview~~ presentation with MDCPS. All costs associated with the on-site ~~interview~~ presentation will be the responsibility of the Vendor. ~~Individual(s)~~ Key personnel identified in Appendix C ~~proposed~~ must be available for an on-site ~~interview~~ presentation with a seven (7) calendar day notice from MDCPS.

26. Item 6.4.4 is being modified as follows:

6.4.4 Vendor must disclose if proposed ~~individuals~~ key personnel is a Public Employees Retirement System (PERS) member currently receiving monthly benefits. It is the individual's responsibility to verify that work performed in association with this RFP is in compliance with the guidelines set forth by PERS for re-employment at a PERS-covered agency.

27. Cost Proposal, Item 8.1 Content is being modified as follows:

8.1 Content. The cost information must consist of ~~an hourly a unit~~ rate for each staff proposed for the initial ~~4-year~~ 2-year period and one (1) additional optional term (if desired by the State).

28. Cost Proposal, Item 8.2 Rate is being modified as follows:

8.2 Rate. Vendor must propose a fully-loaded ~~hourly~~ rate, including travel, to do at least 80% of all work on-site at MDCPS in Jackson, MS. All travel, subsistence and any related project expenses must be included in this ~~hourly~~ rate. No additional costs will be added to the monthly invoices for such expenses.

29. Cost Proposal, Item 8.3 Duration of Contract is being modified as follows:

8.3 Duration of Contract. Vendor must commit to the proposed ~~hourly~~ rate for the duration of the contract.

30. Cost Proposal, Item 8.4 Hours Worked is hereby deleted.

31. Scoring Methodology, Item 9.1.4 is being modified as follows:

The Evaluation Team will use the following categories and percentages: Category	Percentage	
Proposal Categories:		
Qualifications and Experience	50%	
Interviews Presentation	15%	
Total (Proposal Categories Percentage)	65%	
Cost	35%	
Total (Cost and Proposal Categories)	100%	

32. Appendix C: Cost Information Submission Form and Instructions, the cost table is replaced with the following:

FUNCTION	NAME	UNIT RATE
Technical Procurement Project Management Services		

RFP Responses are due June 23, 2017, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can of further assistance, please contact Donna Hamilton at 601-519-7798 or Donna.Hamilton@mdcps.ms.gov.