




The State of Mississippi
Phil Bryant, Governor
Jess H. Dickinson, Commissioner
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Memorandum

To: To all Vendors responding to RFP 18-002 for the acquisition of change management and business integration project management services to assist with implementing a Comprehensive Child Welfare Information System (CCWIS) for the Mississippi Department of Child Protection Services (MDCPS)

From: Cindy Greer 

Date: November 27, 2017

Re: Response to Vendor Questions and Clarifications to Specifications

RFP 18-002 is being amended as follows:

1. The proposal due date is being changed from December 7, 2017 to December 14, 2017. Both references to "December 7, 2017" on page 1 (cover page) of the RFP are being changed to "December 14, 2017".
2. 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	11/28/17	
Proposals Due No Later Than	12/14/17	3:00 p.m.
Proposal Evaluation Begins	12/15/17	
Contract Negotiations Begin	1/16/18	
Estimated Project Start Date	2/15/18	

The following question was submitted in accordance with the instructions included in Sections 3.2.1 and 6.2.1 of RFP 18-002. The question is stated as submitted except to remove reference to a particular Vendor:

Question Number	RFP Reference	Question	MDCPS' Response
1		I was hoping you could provide incumbent details or current provider for this opportunity please?	There is not an incumbent or current provider for this opportunity.
2		Will the state consider extending the due date for proposal responses?	See Amendments # 1 and 2 above.
3	Section 6.3, Page 18	In section 6.3 on page 18, you indicate that the vendor must provide a project manager that is available for 100 percent of the time for the project duration. In other sections, there is reference to a multi-person team (e.g. resumes, cost). Can you clarify if the state is expecting only one person to fulfill the 2000 hour limitation; or if it can be a combination of resources?	The State is expecting one person to fulfill this requirement.
4		Who will be responsible for preparing the requirements/user stories for each software module?	The MDCPS Project Owner
5		Has a business process improvement initiative been undertaken?	No
6		Will the awarded vendor be responsible for business process improvement?	No, but the awarded vendor would be responsible for handling the change process for implementing any business process improvement.
7		How is user training being handled given that different vendors may build different modules?	This has not been determined yet. MDCPS is in the process of identifying responsibilities for a training project manager that would include a plan for handling training given that the modules may be built by several different vendors.

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.