Memorandum

To: Vendors responding to RFP 17-006 for the acquisition SharePoint consulting services for the Mississippi Department of Child Protection Services (MDCPS)

Date: June 6, 2017

Re: Response to Vendor Questions and Clarifications to Specifications

RFP 17-001 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 8, 2017 June 15, 2017, 3:00 p.m. Central Time

2. Cover Page, “Mark Envelope/Label with:” is being modified as follows:

   RFP Number: 17-006
   RFP Response Due Date: June 8, 2017 June 15, 2017, 3:00 p.m. Central Time
   Attention: Debra Spell

3. Project Schedule is being modified as follows:

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Advertisement Date</td>
<td>5/9/17</td>
<td></td>
</tr>
<tr>
<td>Second Advertisement Date</td>
<td>5/16/17</td>
<td></td>
</tr>
<tr>
<td>Deadline for Submission of Vendor’s Written Questions</td>
<td>5/23/17</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>Questions and Answers Released by</td>
<td>5/30/17</td>
<td></td>
</tr>
</tbody>
</table>
The following questions were submitted by Vendors in accordance with the instructions included in Sections 3.1.1 and 6.2.1 of RFP 17-006. Questions are stated as they were submitted:

<table>
<thead>
<tr>
<th>Question Number</th>
<th>RFP Reference</th>
<th>Question</th>
<th>MDCPS Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>Will a development and/or test site be provided?</td>
<td>Yes. MDCPS can provide a test site.</td>
</tr>
</tbody>
</table>
| 2               | 6.3.1 Establish a custom dynamic home page (template) with content targeted to MDCPS staff. | • Do you have a list of the types of content that should be displayed on the home page?  
• Will content be targeted using Active Directory Groups, SharePoint Groups, or Audiences based off of Active Directory criteria? | • No. MDCPS does not have a list of content.  
• MDCPS does not know how the content will be targeted. |
| 3               | 6.3.3 Implement enterprise search capabilities – to promote better collaboration between departments. | Can you elaborate on what is meant by enterprise search capabilities? | The Vendor must fine tune the current search engines within the OTB SharePoint, which may include custom queries. |
| 4               | 6.3.7 Assist with the development of automated business processes and workflows for departments. | • How many business processes and workflows are considered as part of this scope?  
• Have those business processes and workflows already been defined?  
• Are there process diagrams in place for the workflows that will be implemented? | • MDCPS is including 5 workflows in this scope.  
• No. MDCPS can define the workflows.  
• MDCPS has some diagrams but they will need to be updated. |

RFP Responses are due June 15, 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 Ashley Butts at 601-359-2642 or Ashley.Butts@mdcps.ms.gov.