



STATE OF MISSISSIPPI  
Phil Bryant, Governor

**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES**

Dr. David A. Chandler, Commissioner

# 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:

<u><i>Task</i></u>	<u><i>Date</i></u>	<u><i>Time</i></u>
First Advertisement Date	5/9/17	
Second Advertisement Date	5/16/17	
Deadline for Submission of Vendor's Written Questions	5/23/17	3:00 p.m.
Questions and Answers Released by	5/30/17	

Proposals Due No Later Than	<del>6/8/17</del>	6/15/17	3:00 p.m.
Proposal Evaluation Begins		6/8/17	
Contract Negotiations Begin		6/22/17	
Estimated Project Start Date		7/1/17	

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:

Question Number	RFP Reference	Question	MDCPS Response
1	General	Will a development and/or test site be provided?	Yes. MDCPS can provide a test site.
2	6.3.1 Establish a custom dynamic home page (template) with content targeted to MDCPS staff.	<ul style="list-style-type: none"> <li>Do you have a list of the types of content that should be displayed on the home page?</li> <li>Will content be targeted using Active Directory Groups, Share Point Groups, or Audiences based off of Active Directory criteria?</li> </ul>	<ul style="list-style-type: none"> <li>No. MDCPS does not have a list of content.</li> <li>MDCPS does not know how the content will be targeted.</li> </ul>
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 work flows for departments.	<ul style="list-style-type: none"> <li>How many business processes and workflows are considered as part of this scope?</li> <li>Have those business processes and workflows already been defined?</li> <li>Are there process diagrams in place for the workflows that will be implemented?</li> </ul>	<ul style="list-style-type: none"> <li>MDCPS is including 5 workflows in this scope.</li> <li>No. MDCPS can define the workflows.</li> <li>MDCPS has some diagrams but they will need to be updated.</li> </ul>

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](mailto:Ashley.Butts@mdcps.ms.gov).