



STATE OF MISSISSIPPI
Phil Bryant, Governor

MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES
Jess H. Dickinson, Commissioner

Best and Final Offer Memorandum

To: Vendors responding to RFP No. 18-001 for the acquisition of Independent Validation and Verification (IV&V) services for the Comprehensive Child Welfare Information System (CCWIS) for the Mississippi Department of Child Protection Services (MDCPS)

From: Cindy Greer, Deputy Commissioner of IT

Date: April 4, 2018

Subject: Best and Final Offer (BAFO)

The evaluation team has completed the initial evaluation of proposals submitted in response to RFP No. 18-001. MDCPS believes that not all of the competing proposals present a best value (lowest and best proposal) opportunity. Since the release of RFP No. 18-001 in December 2017, MDCPS has experienced a budget shortfall. As a result, MDCPS does not plan to begin the IV&V services until the next fiscal year, which begins July 1, 2018. With this change in budget and projected project start time, MDCPS is requesting that Vendors submit a BAFO as referenced in Section 4.1.7 of RFP No. 18-001.

1. BAFO Rules and Instructions

- 1.1. All requirements from the original RFP, including Amendments published prior to the proposal opening, as well as the Vendor's original response to the RFP are still binding on the Vendor unless a specification is amended by this BAFO request.
- 1.2. The initial contract term will be a 3-year period beginning July 1, 2018 through June 30, 2021.
- 1.3. MDCPS is aware that not all of the Vendor's currently proposed staff may be available on 7/1/18. Vendors must re-submit their response to Section 9, Proposed Project Staff, if there is a change. Vendor should be aware that any changes in staff will be evaluated, causing the vendor qualifications section to be re-scored. Vendors not proposing any staffing changes should note this in the BAFO response.
- 1.4. Naturally, there will be a cost reduction to the Vendor's originally submitted fixed cost since the initial contract term has been reduced by 5 months. However, Vendors are requested to re-assess the cost for the scope of work originally proposed and make additional reductions where feasible in light of MDCPS' budget issues without reducing the scope of work.

2. Cost Information

- 2.1. Since the scope of work is not changing, Vendors are allowed to decrease cost for the originally proposed services, but cannot increase cost.
- 2.2. Vendors may re-submit cost using the tables that were included in Appendix C of the RFP:
 - 2.2.1. Vendor must provide a revised Table 1. Tables 2 through 4 may be revised as needed;
 - 2.2.2. Additional explanatory detail may be included with the completed tables; and
 - 2.2.3. With this re-submission, the Vendors' original cost submissions will no longer be valid for the re-submitted cost areas only.

3. BAFO Submission Requirements

- 3.1. Vendors must deliver BAFO responses to Donna Hamilton at MDCPS by **Friday , April 20, 2018 no later than 3:00 p.m. CT.**
- 3.2. Responses may be delivered by hand, by regular mail, overnight delivery, or e-mail. MDCPS will not be responsible for delays in delivery of BAFO responses. It is solely the responsibility of the Vendor that responses reach MDCPS on time. Vendors should contact Debra Spell to verify the receipt of their responses. Responses received after the deadline will be rejected.

For additional information or questions concerning this BAFO request, please contact Donna at (601) 519-7798 or by e-mail at donna.hamilton@mdcps.ms.gov.