

RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3858 for the Mississippi Department of Education (MDE)
From: Craig P. Orgeron, Ph.D.
Date: August 11, 2016
Subject: Responses to Questions Submitted and Clarifications to Specifications
Contact Name: Renee Murray
Contact Phone Number: 601-432-8146
Contact E-mail Address: renee.murray@its.ms.gov

RFP Number 3858 is hereby amended as follows:

1. Title page, INVITATION is modified as follows:

INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until ~~July 21~~ August 24, 2016 @ 3:00 p.m. local time for the acquisition of the products/services described below for Mississippi Department of Education, Project Number 42031.

2. Title page, third box is modified as follows:

<p style="text-align: center;">PROPOSAL, SUBMITTED IN RESPONSE TO RFP NO. 3858 DUE July 21 <u>August 24, 2016 @ 3:00 p.m.</u>, ATTENTION: Renee Murray</p>
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3. Section VII Technical Specifications, Item 3 Project Schedule is amended as follows:

Task	Date
Deadline for Questions Answered and Posted to ITS Web Site	07/08/2016 08/12/2016
Open Proposals	07/21/2016 08/24/2016
Evaluation of Proposals Begins	07/22/2016 08/24/2016

Task	Date
Contract Negotiation Begins	08/18/2016 09/26/2016
Proposed Project Implementation Start-up	09/15/2016 10/15/2016

4. **Replace Section IV: Legal and Contractual Information Item 32 Enterprise Security Policy is being replaced with the following:**

Compliance with Enterprise Security Policy

Any solution proposed in response to this RFP must be in compliance with the State of Mississippi's Enterprise Security Policy. The Enterprise Security Policy is based on industry-standard best practices, policy, and guidelines and covers the following topics: web servers, email, virus prevention, firewalls, data encryption, remote access, passwords, servers, physical access, traffic restrictions, wireless, laptop and mobile devices, disposal of hardware/media, and application assessment/certification. Given that information security is an evolving technology practice, the State reserves the right to introduce new policy during the term of the contract resulting from this RFP and require the Vendor to comply with same in the event the industry introduces more secure, robust solutions or practices that facilitate a more secure posture for the State of Mississippi. Vendors wanting to view the Enterprise Security Policy should contact the Technology Consultant listed on the cover page of this RFP.

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: Section 5.2 within the Technical Requirements outlines the required data elements to be present on the transcript.

- a) Can MOE confirm each school/district currently (or has plans) to store this information in their student information system?
- b) Required data fields in 5.2, and where that data within the school SIS, if not where does it reside?

Response: a) **No**
b) **MDE does not know if this data is within the school SIS, or any other systems.**

Element 5.2.1 should not be a required data element on the transcript. This is optional information for the schools/districts.

Question 2: Section VII Technical Specifications, number 2 General Overview and Background provides great detail on the anticipated number of high schools and anticipated volume. Can MOE provide a list of the student information systems in use at the 240 high schools?

Response: **MDE can identify the student information systems used by each public school district and will provide that information to the awarded Vendor upon commencement of the project.**

Question 3: Section VII Technical Specifications, number 6.5.4 makes reference to a series of form letters as defined by MOE, as a reporting requirement. Can MDE provide further details on the form letters required?

Response: **As an example, the form letters will be letters that all counselors can use with students and parents explaining the use of the e-transcript process.**

Question 4: Section IX References, subsection 1.1 indicates the requirement of three references? Can we include more than three reference?

Response: **Yes. As referenced in Section IX: References Item 1.1, “Vendor must provide at least three (3).” More than three is acceptable.**

Question 5: Section VII Technical Specifications, number 14.1 references the evaluation committee from MDS and ITS that will be review and evaluate all proposals.

- a) Can MDE provide the list of evaluation committee members?
- b) If a list of the evaluation commitment is unavailable, can MDE provide information regarding the background information on the roles the evaluation committee members represent within Mississippi, ie Secondary/Postsecondary, Functional or Technical?

Response: (a) **A list of evaluation team members is not available at this time.**
(b) **The team will likely be composed of members with related functional and technical backgrounds with related expertise from within the entire user community.**

Question 6: Article 42 Transparency, indicates the vendor must label any confidential/proprietary content as such. Can the responding vendor provide an additional redacted copy with the initial submission?

Response: **No. Vendors should not include a redacted copy with the original submission.**

Question 7: As it relates to exceptions to Appendix A: Standard Contract, specific to terms that are not relevant to a SaaS engagement, would MDE prefer to negotiate any contractual exceptions with the selected vendor during the contract negotiations, or does MOE prefer that all vendors submit exceptions/redlines to MOE's contract as a part of their respective responses?

Response: **Please refer to RFP No. 3858: Section IV: Legal and Contractual Information Item 1 Acknowledgment Precludes Later Exception**

“By signing the Submission Cover Sheet, the Vendor is contractually obligated to comply with all items in this RFP, including the Standard Contract in Appendix A if included herein, except those specifically listed as exceptions on the Proposal Exception Summary Form. “

Question 8: Section IVC: Legal and Contractual Information, number 32: Compliance with Enterprise Security Policy. The link in this section directs vendors to an MS ITS site instruction vendors to request a copy of the Enterprise Security Policy from the ITS procurement analyst assigned to the RFP. Can MOE please provide the MS Enterprise Security Policy and any other relevant information?

Response: Please refer to Amendment No. 4 above.

Question 9: In relation to Section VII Technical Specifications, number 14.2.3.1, can MOE define how total life cycle cost is calculated?

Response: Please refer to the **ITS Procurement Handbook Part 2 Chapter 3: Glossary of Terms Rule 203.4: 005-400 Lifecycle Cost** which states in part: **“The lifecycle cost of an information technology project means the total committed costs of the project, not just the initial or up-front costs. Lifecycle cost includes all costs associated with obtaining the item and maintaining and operating it for its projected lifecycle. Initial or one-time costs might include purchase price, freight, installation, and training. Ongoing costs include such expenses as post-warranty maintenance; support, including help desk charges, upgrade charges, and on-site vendor personnel; and any recurring usage charges...As part of the procurement request to ITS, the customer is asked to provide an estimate of the useful life of the acquisition prior to replacement. This estimate is used as the lifecycle term over which the lifecycle cost is computed.”**

The ITS Procurement Handbook can be found in its entirety at: <http://www.its.ms.gov/Procurement/Documents/ISS%20Procurement%20Manual.pdf>

RFP responses are due August 24, 2016, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Renee Murray at 601-432-8146 or via email at renee.murray@its.ms.gov.

cc: ITS Project File Number 42031