

## RFP Memorandum

**To:** Vendors Responding to RFP Number 3901 for the Mississippi Department of Wildlife, Fisheries, and Parks

**From:** Craig P. Orgeron, Ph.D.

**Date:** August 3, 2016

**Subject:** Clarifications to Specifications #2

**Contact Name:** Bill Brinkley

**Contact Phone Number:** 601-432-8149

**Contact E-mail Address:** [Bill.Brinkley@its.ms.gov](mailto:Bill.Brinkley@its.ms.gov)

**RFP Number 3901 is hereby amended as follows:**

**1. Title page, INVITATION is modified as follow:**

INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until **August 9-16, 2016 @ 3:00 p.m.** Central Time for the acquisition of the products/services described below for **Mississippi Department of Wildlife, Fisheries, and Parks.**

**2. Title page, third box is modified as follows;**

PROPOSAL, SUBMITTED IN RESPONSE TO  
RFP NO. 3901  
**Due: August 9-16, 2016 @ 3:00 p.m.,**  
ATTENTION: Bill Brinkley

**3. Section VII Technical Specifications, Item 4 Procurement Project Schedule is amended as follows:**

<b>Task</b>	<b>Date</b>
First Advertisement Date for RFP	06/07/16
Second Advertisement Date for RFP	06/14/16
<b>Mandatory Vendor Web Conference</b>	3:00 p.m. Central Time on 06/22/16
Deadline for Vendor's Written Questions	3:00 p.m. Central Time on 06/29/16

Deadline for Questions Answered and Posted to ITS Web Site	<del>07/12/16</del> 07/22/16
Open Proposals	<del>07/21/16 08/09/2016</del> 08/16/2016
Evaluation of Proposals	<del>07/21/16-08/04/16</del> <del>08/09/16-08/26/16</del> 08/16/16-9/16/16
Contract Negotiation	<del>08/05/16-08/19/16</del> <del>08/26/16-09/16/16</del> 9/16/16-10/21/16
Proposed Project Implementation Start-up	<del>09/01/16 10/01/16</del> 11/01/16

- 4. Section VIII, Cost Information Submission, Item 1: Phase 1 Price Proposal has been revised. The Not-To-Exceed cost is for the total Phase 1 cost. A short explanation has been provided for each deliverable in Phase 1. Item 2: Phase 2 Price Proposal has not changed. A revised Cost Information Submission has been attached to this memo. Vendor's response should include the revised Cost Information Submission.**

If you have any questions concerning the information above or if we can be of further assistance, please contact Bill Brinkley at 601-432-8149 or via email at [bill.brinkley@its.ms.gov](mailto:bill.brinkley@its.ms.gov).

Attachment: Revised Cost Information Submission

cc: ITS Project File Number 42460

**SECTION VIII  
 COST INFORMATION SUBMISSION**

**1. Phase 1 Price Proposal**

Vendors must propose a summary of all applicable Phase 1 costs in the matrix that follows. The matrix must be fully completed. Any cost not listed in this section may result in the Vendor providing those products or services at no charge to the State or face disqualification. The total Phase 1 Not-to-Exceed Price will be binding, but sub-totals for deliverable will not.

<b>Phase 1 Deliverable</b>		<b>Deliverable Sub-Total Cost</b>
<b>Detailed System Review</b> - Vendor should analyze and assess the current system architecture, design, code, usability, workflows, and high-level data review.		
<b>Detailed System Requirements</b> – Vendor should provide an Architecture Design including narrative for a proposed MDWFP Paperless System.		
<b>System Conceptual Design</b> – Vendor should provide a high-level Conceptual Design including connectivity of modules described in the Technical Requirements of Section VII.		
<b>Phase 2 Project Plan</b> – Vendor should provide a project plan for phase 2 work to be performed including fixed hourly rates per role and the estimated percentage of total phase 2 work for each role.		
<b>Travel and Other Allowable Expenses Total -</b>		
	Airfare	
	Lodging	
	Meals	

Phase 1 Deliverable		Deliverable Sub-Total Cost
	Rental Car	
	Rental Car Fuel	
	Printing, Postage, Supplies	
	Personal Vehicle	
	Miscellaneous/Other (Please Describe)	
<b>Total Phase 1 Not-to-Exceed Price</b>		

**2. Phase 2 Price Proposal**

Total Phase 2 Work reflects the Vendor’s best estimate of the portion of the Phase 2 work to be completed by each role. Weighted Hourly Rate is calculated as (Fully-loaded Fixed Hourly Rate x Est. % of Total Phase 2 Work). The sum of the values in the Est. % of Total Phase 2 Work column must equal 100%. The Weighted Hourly Rate values are then Vendors must use the matrix that follows to propose hourly rates and estimated percentage of total work for Phase 2 of the project. The matrix must be fully completed. Vendor must not edit the role names or add or remove rows. The fully-loaded Fixed Hourly Rate will remain the same for the entire duration of the Phase 2 work. The Estimated Percentage of summed to calculate the Phase 2 Blended Hourly Rate. Vendor may use the Excel spreadsheet provided as Attachment G to calculate the values, but must enter the values into this table.

Phase 2 Project Role		Fully-loaded Fixed Hourly Rate (USD)	Est. % of Total Phase 2 Work	Weighted Hourly Rate (USD)
	Project Manager			
	System Architect			
	Functional Lead			
	Data Architect			
	Data Analyst			
	Database Administrator			
	Senior Developer			
	Junior Developer			
	Business Analyst			
	Functional Tester			
	Performance/Stress Tester			
	Technical Writer			
	User Interface Designer			
	Project Administration Assistant			
<b>Phase 2 Blended Hourly Rate</b>			<b>100%</b>	