

Mississippi Wildlife, Fisheries, and Parks

Request for Proposal No. 3901



Overview

- **MDWFP Mission Statement**

The mission of the Mississippi Department of Wildlife, Fisheries, and Parks is to conserve and enhance Mississippi's wildlife, fisheries, and parks, provide quality outdoor recreation, and engage the public in natural resource conservation.

- **Agency Overview**

Mississippi's legislative leadership recognized the need for wildlife conservation in our state and founded the Mississippi Game and Fish Commission in 1932. Since then, the Agency has been the state's premier conservation organization. In 1989, the Bureau of Parks and Recreation merged with the Mississippi Department of Wildlife Conservation to form the Mississippi Department of Wildlife, Fisheries, and Parks (MDWFP). The MDWFP is a large state agency charged by state statute to conserve, develop, and protect Mississippi's natural resources and provide continuing outdoor recreation opportunities.

Attendance

- Roll Call
- Please email your business card to Bill Brinkley (Bill.Brinkley@its.ms.gov)
- Attendees will be posted on the ITS website (www.its.ms.gov)

Agenda

- First Roll Call - ITS
- Project Overview - ITS and MDWFP
- Procurement Guidelines - ITS
- Questions / Answers - All
- Final Roll Call - ITS

MSWFP Paperless Office

- The State of Mississippi Department of Wildlife, Fisheries, and Parks (MDWFP) is seeking qualified vendors to design, build, and implement modules integrated with their existing paperless office system. This system will contain applications to assist MDWFP with management of Support Services, Financial Reporting, Property and MIS programs.
- The project is divided into two Phases. The first phase is to (1) analyze and assess the current system architecture, design, code, data models, data sources, data quality and usability, and workflows; (2) prepare a detailed system requirements document; (3) prepare a conceptual design document; and (4) prepare a Phase 2 project plan and cost estimate.
- A decision will be made at MDWFP's sole discretion about implementing Phase 2 based on the results of Phase 1 and projected costs of completing Phase 2. Costs for implementing Phase 2 will be calculated using the awarded vendor's hourly rates bid for Phase 2 in this RFP. A determination to implement each individual module, in which order, and the starting dates for each, will be made by MDWFP.

RFP Responses

- Proposal: 1 original, 5 copies
- Submission Cover Sheet, Section I
- Proposal Exceptions, Section V -not able to take exceptions after the fact
- Response to RFP Questionnaire (Section VI)
- Point by point response to Section VII
- Cost Information Submission (Section VIII)
- References (Section IX)

Procurement

- Vendor questions must be in a written document to Bill Brinkley at ITS by Wednesday, June 29, 2016 at 3:00 p.m. Central Time. This document may be delivered by hand, mail, email, or fax. Bill Brinkley at Bill.Brinkley@its.ms.gov
- Vendor must be registered in MAGIC
- Vendor should follow proposal exception procedures
- Proposals must be delivered to ITS by 3:00 PM on July 21, 2016

Cost Information Submission

- Section VIII
- Costs must be submitted using the format provided
- Vendors cannot update costs after the proposals are opened
- Project Budget data is not available

Standard Contract

- Exhibit A
- Review and take exception, if necessary

Questions & Answers

Reminder

- Final Roll Call
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