

## RFP Questions and Clarifications Memorandum

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**To:** Vendors Responding to RFP Number 4091 for the Mississippi Department of Mental Health

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

**Date:** September 17, 2018

**Subject:** Responses to Questions Submitted and Clarifications to Specifications

**Contact Name:** Jeannie Williford

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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** Regarding subcontractors; our implementation is done by one of five approved partner companies. The company assigned the work is dependent on timelines, resource availability, and location and is typically not determined until award. Will subcontracting documentation and references be required for subcontractors when such partner may change in the time between submission and award?

**Response** **Yes. Refer to RFP No. 4091, Section IX: References – Subcontractor Reference Form**

**The RFP requires a separate form for each proposed subcontractor. Vendors who choose among multiple contractors should complete separate forms for each potential subcontractor.**

**Question 2** Reference the content library; the assumption is the 54 listed courses are provided by Relias Learning. Is the State committed to retaining the exact library? Or is a comparable library, which may contain other titles from multiple providers acceptable?

**Response** **DMH requires the exact library because credentialing and testing are based on the specific content of those courses.**

**Refer to Attachment A, Section H., No. 38 which requires the awarded Vendor to agree to replicate the library of required curricula within an agreed upon, aggressive time frame after go-live. The titles listed in Item**

**38. a. represent the minimum courses required for credentialing State mental health professionals.**

Question 3 Are the 1,469 subscribers considered State employees, or are these external mental health providers who use the system strictly for credentialing purposes?

**Response The current subscriber population consists of State employees and external mental health providers.**

Question 4 Does the State anticipate utilizing the LMS for internal Department of Mental Health employees?

**Response The LMS is currently being used for internal DMH employees. DMH has 6,000 internal employees.**

Question 5 In reference to your Exhibit A, Standard Contract: If our firm were to accept your Standard Contract with no exceptions at this phase, will we be given a chance to negotiate/request addition of our own required terms at a later date?

**Response No. During contract negotiations, Vendors may not later take exception to any point that was not included in the Proposal Exception Summary Form.**

RFP responses are due October 09, 2018, 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 Jeannie Williford at 601-432-8052 or via email at [jeannie.williford@its.ms.gov](mailto:jeannie.williford@its.ms.gov).

cc: ITS Project File Number 43303