



RFP Questions Memorandum

To: Vendors Responding to RFP Number 4224 for the Mississippi Department of Finance and Administration (DFA)

From: Craig P. Orgeron, Ph.D.

Date: September 11, 2019

Subject: Responses to Questions Submitted

Contact Name: Chris Grimmer

Contact Phone Number: 601-432-8208

Contact E-mail Address: chris.grimmer@its.ms.gov

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: Will you accept an optional executive summary in addition to the RFP response documents required by the state of Mississippi? i.e. a two page overview of our solution?

Response: **Yes, provided the requested executive summary is provided - additional information can be included.**

Question 2: Please confirm how you would like to receive innovative ideas or optional services that can benefit the state of Mississippi and its vendors?

Response: **The State is not interested in services outside the scope of the RFP.**

Question 3: What are the logistics for attending the mandatory vendor web conference on Tuesday, August 27 at 3:00 p.m. CT? (Confirmed we will receive email instructions by August 26.)

Response: **See RFP Section VII Technical Specifications, Items 2.3 and 2.3.1. Instructions for accessing the mandatory Vendor Web Conference were sent via email on Thursday, August 22, 2019.**

Question 4: Section VII, Items 3 and 3.2, page 32 -Can you please share what type of limitations and/or challenges you have experienced with your current provider?

Response: **DFA will not discuss the performance of the current provider.**

Question 5: Section VII, Item 6.2, page 35 - Please clarify if you're asking for our 5 largest government clients in the bank or our 5 largest government clients who utilize the services being requested in this RFP?

Response: **Vendors should include their 5 largest government clients that utilize the services outlined in the RFP.**

Question 6: Section VII, Item 6.7, page 36 - Will the DFA accept a link for the information requested in Section 6.7 on page 36?

Response: **Web links are not acceptable. Information must be provided as outlined in the RFP.**

Question 7: Section VII, Items 7.2 and 8.2, pages 36 and 37 - Is this requirement related to enabling electronic payment of vendors or would this file be used for some other function?

Response: **The information will be used in the enrollment of vendors.**

Question 8: Section VII, Items 7.3, 7.3.1, and 8.3, pages 36 and 37 - What specific data elements would you want reconciled: are you looking to update your systems with vendor payment instructions, method of payment, etc. Or is this in reference to basic vendor info (name, address, contact, etc.) needed to maintain your vendor master file.

Response: **The awarded Vendor will need to take the file from the State and be able to reconcile the information in their system to determine if there is a match. If the vendor is not included in their system, the awarded Vendor must contact that vendor to complete the registration.**

Question 9: Section VII, Item 9.7, page 38 - By "pull back processes payments" do you mean a mechanism by which to request a reversal or return?

Response: **Yes, a "pull back" is the process of receiving paid funds from a vendor and returning said funds to the State.**

Question 10: Section IV, Item 13.1, page 16 - The RFP indicates that the winning provider would have to register with or integrate with Paymode. Is that accurate?

Response: **The awarded Vendor will not have to integrate with PayMode. The awarded Vendor will need to register with PayMode to receive payments until their solution is implemented.**

Question 11: Will you provide a vendor file for analysis, modeling of the payment solution? We have attached a sample generic file for your convenience. See AP Vendor data match request file.xls.

Response: **DFA will not provide sample generic files. Vendors must adhere to the file layouts included in the RFP. See Section VII Technical Specifications, Item 13.4.**

Question 12: Section VII, Item 13.9, page 40 - Can you please provide a copy of your Enterprise Security Policy?

Response: Per Vendor's request, the Enterprise Security Policy has been provided.

Question 13: Exhibit A – Standard Contract, Article 40, page 74 - Can you please provide your Enterprise Cloud and Offsite Hosting Security Policy?

Response: Per Vendor's request, the Enterprise Cloud and Offsite Hosting Security Policy has been provided.

RFP responses are due September 27, 2019, 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 Chris Grimmer at 601-432-8208 or via email at chris.grimmer@its.ms.gov.

cc: ITS Project File Number 45037