



**RFP No. 4224**

# **Electronic Payment and Invoicing Solution**

**Mississippi Department of Finance and Administration**



## Welcome

- First Roll Call
  - Vendor participation is mandatory for the entire conference. Someone representing each participating vendor must be present for the final roll call.
- Please send an email that contains your signature block to: [chris.grimmer@its.ms.gov](mailto:chris.grimmer@its.ms.gov).
- Attendees will be posted to the ITS website ([www.its.ms.gov](http://www.its.ms.gov)).



## AGENDA

**Welcome – First Roll Call**

Chris Grimmer – ITS

**Project Overview**

Chris Grimmer

**Procurement Guidelines**

Chris Grimmer

**Question and Answers**

Answers to vendor questions during this conference are not official unless and until submitted to ITS in writing

**Closing Comments**

Chris Grimmer

**Final Roll Call - Conclusion**

Chris Grimmer



## **Project Overview**

- DFA is responsible for supporting the Mississippi Accountability System for Government Information and Collaboration (MAGIC) system.
- MAGIC is used by agencies to process financial, procurement, grants management, and reporting needs.
- Seeking a solution to interface with MAGIC that will provide electronic vendor invoice and payment processing services.
- Awarded vendor will be responsible for delivering, implementing, and providing on-going support.



## **Project Overview Continued**

- Incumbent vendor - Bank of America
- DFA reserves the right to extend the Bank of America contract until the new solution is implemented.
- Deliverable-based project
- Turnkey implementation
- Commercial-Off-the-Shelf (COTS) approach
- Mature, field-proven product; not at end of product life cycle.



## **Mandatory Requirements**

- Section VII. No. 7.7 - The proposed solution must be able to hold, maintain, and verify detailed vendor bank information including vendor's bank routing number and vendor's bank account number. Vendor must explain in detail how the proposed solution meets this requirement including what detailed vendor bank information is stored.
- Section VII. No. 12.1 - The Vendor is responsible for all conversion activities, if required. Vendor must identify the costs associated, if applicable, in Section VIII, *Cost Information Submission* for this requirement.



## **Mandatory Requirements**

- Section VII. No. 13.4 - The proposed solution must be able to adhere to the State's standard inbound and outbound file specifications for payments, invoices, attachments, purchase orders, and vendor detail (see Attachment A for the State's Current File Layouts).
- Section VII. No. 16.9 - Vendor is responsible for providing all onboarding activities to any vendor that is registering in their proposed solution at no additional cost to the State or the vendor.



## **Response Guidelines**

- Proposal: 1 original and 8 copies
- Submission Cover Sheet (Section I)
- Performance Bond will be required (Section IV. No. 38) and the price of the bond must be included as a line item on the Cost Information Submission Form (Section VIII).
- Proposal Exceptions (Section V)





## **Response Guidelines Continued**

- Response to RFP Questionnaire (Section VI)
- Point-by-Point Response (Section VII)
- Cost Information Submission Form (Section VIII)
- References (Section IX)



## **Cost Information Submission**

- Vendors must propose a summary of all applicable project costs in the matrix provided in *Section VIII, Cost Information Submission*.
- The matrix must be supplemented by a cost itemization fully detailing the basis of each cost category.
- DFA will pay the implementation services on a fixed price deliverable based payment schedule.
- 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.



## **Cost Information Submission Continued**

- DFA will pay production cost based on a transactional module.
  - The estimated annual transaction counts are:
    - ✓ 500,000 Electronic Payment Transactions
    - ✓ 20,000 Electronic Purchase Order Transactions
    - ✓ 15,000 Electronic Invoices
- Number of actual transactions may be more or less.
- DFA will only pay for the actual number of transactions processed.



## **Cost Information Submission Continued**

- Vendors cannot change costs.
- Vendors should include the price of acquiring a Performance Bond in the box provided.



## **Evaluations and Scoring**

- Evaluation Team, Categories and Possible Points (Section VII. No. 19.1)
- Stage 1 – Selection of Responsive/Valid Proposals (Section VII. No. 19.2.1)
- Stage 2 – Non-cost Evaluation (Section VII. No. 19.2.2)
- Stage 3 – Cost Evaluation (Section VII. No. 19.2.3)
- Stage 4 – Selection of the successful Vendor (Section VII. No. 19.2.4)
- On-site Demonstrations and Interviews
- Site Visits (Section VII. No. 19.2.5)
- Final Quantitative Evaluation (Section VII. No. 19.3)



## **Contract**

- Exhibit A – Software as a Service Agreement
- Vendors must review this document and if necessary, take exception.
- If a Vendor takes no exception to Exhibit A, the state assumes that these terms are agreeable and cannot be negotiated after award.



## **Additional Information**

- Vendor communication with the State
  - See RFP No. 4224 Section II Proposal Submission Requirements, Item No. 14.
- Answers to questions asked during this vendor conference are not official until and unless the questions are submitted to the Technical Consultant in writing before September 3, 2019.
- Vendors should continue to check the ITS website for updates related to this RFP No. 4224. Access the ITS website at: [www.its.ms.gov](http://www.its.ms.gov)



## **Upcoming Dates**

- Deadline for Vendor's Written Questions
  - Tuesday, September 3, 2019
- Responses to Vendor Questions
  - Posted to the ITS Website by COB Friday, September 13, 2019
- Proposal Due Date
  - Friday, September 27, 2019 at 3:00 p.m. Central Time
- Proposal Validation and Evaluation
  - Begins Monday, September 30, 2019





## **Vendor Questions – Open Floor**



## Conclusion

- Final Roll Call
  - Vendor participation is mandatory for the entire conference. Someone representing each participating vendor must be present for the final roll call.
- Please send an email that contains your signature block to: [chris.grimmer@its.ms.gov](mailto:chris.grimmer@its.ms.gov).
- Attendees will be posted to the ITS website [www.its.ms.gov](http://www.its.ms.gov).



## **Conclusion Continued**

- Thank you for your participation.
- Please make sure I have acknowledged your company's participation on the web conference.