

RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 4257 for the Mississippi State Department of Health (MSDH)

From: Craig P. Orgeron, Ph.D.

Date: April 1, 2020

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Khelli Reed

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RFP Number 4257 is hereby amended as follows:

1. Title page, INVITATION is modified as follows:

“INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until ~~March 18, 2020~~ April 16, 2020 @ 3:00 p.m. Central Time for the acquisition of the products/services described below for **Mississippi State Department of Health.**”

2. Title page, third box is modified as follows:

PROPOSAL, SUBMITTED IN RESPONSE TO
RFP NO. 4257
DUE ~~March 18, 2020~~ April 16, 2020 @ 3:00 p.m.,
ATTENTION: Khelli Reed

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

Task	Date
Deadline for Questions Answered and Posted to ITS Web Site	02/21/20 04/01/20
Open Proposals	03/18/20 04/16/20
Evaluation of Proposals	03/18/20 04/16/20
Contract Negotiation	March/April 2020 May 2020

Proposed Project Implementation Start-up	05/01/20 06/01/20
Project Go-Live Deadline	TBD

4. Section VII Technical Specifications, Item 6.1.15 is being modified to read:

“The proposed system must be able to support a total of ~~65~~ 75 users. Each user must have login credentials.”

5. Section VII Technical Specifications, Item 6.1.45.6 is being modified to read:

“Form 910 Final Approval”

6. Section VII Technical Specifications, Item 6.1.45.15 is being modified to read:

“Form 335 Permit Recommendation”

7. Section VII Technical Specifications, Item 6.1.45.27 is being added:

“Form 750 Residential Facility Inspection Report”

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

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: Which FDA Food Code will be required in the new system at go live as part of the initial implementation?

Response: **The FDA Food Code that will be required in the new system is the 2017 FDA Food Code.**

Question 2: Please confirm the awarded vendor will replace all Mi-Form license with Mi-App licenses for implementation.

Response: **Yes, the Mi-Forms licenses will need to be replaced with Mi-Apps licenses. The awarded Vendor will need to coordinate with MiCo to change the MiForms licenses to MiApp licenses.**

Question 3: Please provide information on MSI's technical capabilities for interface. What data will need to flow between MSI and the awarded system?

Response: **The data that will flow from the new system to MSI is billing & contact information (name, address, e-mail address, and type of inspection requested).**

The data that will flow from MSI to the new system is proof of payment (Order ID #), name, and billing information that will link back to the awarded system.

Question 4: Will matrix and mottle colors presented as text values be sufficient or is it required that drop-downs exist to match the Munsell book?

Response: **Matrix and mottle colors presented as text values are sufficient.**

Question 5: Regarding: *The proposed system must be able to generate different options for wastewater treatment and disposal based on input soil information.* Please explain "generate". Are these condition based?

Response: **Yes, these options are conditional. Some system types require certain depths of unsaturated soil (determined by depth to certain mottle colors) and will be of sizes varying by soil texture.**

Question 6: Regarding: *The proposed system must have Public access and permissions to view locked files and public records within the data elements.* What files are locked and how is it determined which files to lock?

Response: **All files will be locked (but viewable) to the general public. With the exception of inspections, only department personnel or permitted entities will be able to edit their particular profile.**

Question 7: Of the total 65 users, please break them down as follows: 1. the number of web users 2. of the total web users, how many currently have a Mi-Forms licenses 3. in addition to the current number of Mi-Form licenses, how many additional Mi-Form licenses will be needed.

Response: **Refer to Clarification Number 4 in this Memorandum. Food Protection and Onsite Wastewater have a combined total of 75 web users (with unique IDs) and 36 Mi-Forms users. An additional 40 Mi-Forms is requested.**

Question 8: Regarding: *The proposed system must be able to create and save new fillable forms.* Is this outside of the mobile app? Please provide clarity.

Response: **Yes, creating and saving new fillable forms is outside of the mobile application. Some users utilize desktops and the system must be able to generate the forms through the web application to allow paper copies to be sent, if required.**

Question 9: Regarding: *The proposed system must be able to import data from the current database.* Please provide example of both data files and format that the awarded vendor will be required to migrate

Response: **See Attachment A, Sample Restaurant-Wastewater Dataset and Attachment B, Sample Restaurant-Food Dataset for a very high-level example. Note, this high-level example does not relieve the Vendor from proper discovery, design, and configuration.**

Question 10: Please provide example of both data files and format that the awarded vendor will be required to migrate. Will this be a one-time initial data migration effort? If not, please explain.

Response: See Attachment A, Sample Restaurant-Wastewater Dataset and Attachment B, Sample Restaurant-Food Dataset for a very high-level example. Note, this high-level example does not relieve the Vendor from proper discovery, design, and configuration.

The data migration is a one-time effort that will include SQL databases and some image data (in the form of .jpg & .pdf files).

Question 11: Please provide clarity which forms will be required for field use.

Response: Refer to Clarification Numbers 5, 6, and 7 in this Memorandum. Food Protection needs Forms 301, 328, and 750. Onsite Wastewater needs Forms 335 and 910.

Question 12: Is it the department's plan for the vendor to provide only train-the-trainer training for 19 of the noted 65 users? If not, please provide the department's desire for training.

Response: Yes, this is correct.

Question 13: What is the expectation for going live? Is it the expectation to go live all at once with Food and OSW/Wells? Or one program at a time? If one at a time, which one would be first?

Response: It is the desire of the State to go live with the Food Protection and Onsite Wastewater programs at the same time.

RFP responses are due April 16, 2020, 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 Khelli Reed at 601-432-8194 or via email at khelli.reed@its.ms.gov.

cc: ITS Project File Number 45174

Attachment A: Sample Restaurant-Wastewater Dataset

Attachment B: Sample Restaurant-Food Dataset