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## IFB Questions and Clarifications Memorandum

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**To:** Vendors Responding to IFB Number 4286 for the Mississippi Department of Education (MDE)

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

**Date:** April 21, 2020

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

**Contact Name:** Robert Martinez

**Contact Phone Number:** 601-432-8002

**Contact E-mail Address:** [Robert.Martinez@its.ms.gov](mailto:Robert.Martinez@its.ms.gov)

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**IFB No. 4286 is hereby amended as follows:**

**1. INVITATION is being modified to read:**

INVITATION: ~~Sealed bids~~ Bids, subject to the conditions herein stated and attached hereto, will be received at this office **until 3:00 p.m. Central Time on Thursday, April 30, 2020** and then publicly opened for furnishing the products as described below for the **MISSISSIPPI DEPARTMENT OF EDUCATION (MDE)**.

**2. Bidder Response Information, Item 1 is being modified to read:**

"Bidders are expected to examine all documents, forms, specifications, standard provisions, and all instructions. Failure to do so may result in the disqualification of the bidder's IFB response. The State is under the impression that responding Bidders have read and agree to all items in the IFB."

**3. Bidder Response Information, Item 4 is being modified to read:**

"All bid openings are open to the public. The ITS staff will read the name of bidder responding, along with the total bid price. Bidders wishing to attend the bid opening via telephone may dial 1-888-882-7517 and use Access Code 3531558."

**4. Bidder Response Information, Item 8.1 is being modified to read:**

"The Bidder is required to submit one response of the complete bid ~~seven (7) identical copies of his bid~~, including ~~copies of each~~ all Attachments, on a USB Flash drive, ~~to formulate one response~~. Bidder's documents must be submitted in Microsoft Office 2010 or higher format and/or PDF format, as appropriate. If PDF format is submitted, the file must be searchable."

**5. Bidder Response Information, Item 8.2 is being modified to read:**

The Bidder should note that original signatures in blue ink are required on ~~each copy of the bid~~ the Bid Form.

**6. Bidder Response Information, Item 8.3 is being modified to read:**

To prevent opening by unauthorized individuals, ~~all copies of the bid~~ must be sealed in an envelope ~~the package~~. A label containing the information on the IFB cover page must be clearly typed and affixed to the package in a clearly visible location.

**7. Attachment A Bid Form, Clarification and Updates After Bid Opening Item II.2 is being modified to read:**

The Bidder must submit updates ~~in seven (7) copies~~ on a USB Flash drive and in the format of the specifications of only those pages in the bid document that should replace the old pages or that should be added in the same manner as stated in Bidder Response Information, Item 8.1. The revised pages must be marked as a bid clarification or update, dated, and page numbered.

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:** Due to the COVID-19 outbreak all over the world, governments, private businesses, customers and end users look to continue daily business activities in a remote work environment. In addition, the recent stay-at-home order from the [State] Governor's Office this week, and the continuing concerns for COVID-19 exposure and spread, [Vendor] have made the decision to close our [Vendor location] office facility for any and all regular work activities, effective Monday, April 6.[...]

With this change, we are preparing our submission for the IFB 4286 and we are respectfully requesting if it is possible to submit our response electronically instead of by mail to mitigate our staff exposure to the virus. A mail bid will require person to person contact to obtain an authorized signature, another staff member to notarize and third, to stand in line at a mailing facility to drop off the package. While we would like to take all the precautions to minimize public exposure for our staff, we are certainly prepared to do what is necessary if a manual submission is our only option. [...]

**Response:** **Yes, ITS will allow for electronic submission. Refer to Clarification Numbers 1 - 7 above.**

IFB responses are due Thursday, April 30, 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 Robert Martinez at 601-432-8002 or via email at [Robert.Martinez@its.ms.gov](mailto:Robert.Martinez@its.ms.gov).

cc: ITS Project File Number 45377