

## IFB Questions and Clarifications Memorandum

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**To:** Vendors Responding to IFB Number 4291 for the Mississippi Department of Information Technology Services (ITS)

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

**Date:** April 28, 2020

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

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### IFB No. 4291 is hereby amended as follows:

**1. 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.”

**2. 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.”

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

“The Bidder is required to submit ~~one response of the complete bid~~ ~~five (5) 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, as appropriate. If PDF format is submitted, the file must be searchable.”

**4. 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~~ Attachment A. The Products and/or Services table in Attachment A should be printed and included in the package/envelope with the Bidder’s USB response. Bidders

that do not have a printed copy of this table included within their bid envelope may be subject to disqualification.

**5. 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 ~~the~~ a package/envelope. A label containing the information on the IFB cover page must be clearly typed and affixed to the package in a clearly visible location.”

**6. Bidder Response Information, Item 8.4 is being modified to read:**

“All items in this IFB must be met by the Bidder with the exception of the Standard Contract in Attachment E. If the Bidder does not agree with any item in any section of this IFB Attachment E, then the Bidder must list the item on the Exception Summary Form in Attachment D.”

**7. Bidder Response Information, Item 8.6 is being modified to read:**

“When an outline point/attachment is a statement provided for the Bidder’s information only, the Bidder need only read that point. The Bidder acknowledges having read and accepting, ~~or taking exception to,~~ all sections by signing the Bid Form and providing an Exception Summary Form.”

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

“The Bidder must submit updates ~~in five (5) 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.”

**9. Attachment A, Bid Form, Specifications, Item 6 is being added as follows:**

Bidders must provide any documentation with their response, including manufacturer documentation, that requires ITS review and signature.

**10. Attachment B IFB Questionnaire Item 11 is being added as follows:**

**“Compliance with National Defense Authorization Act**

The Bidder must state if the equipment provided is in compliance with the National Defense Authorization Act, Section 889. (A yes or no answer is required.)”

**11. The first paragraph on Attachment D Bid Exceptions is being modified to read:**

Please return the *Exception Summary Form* at the end of this Attachment with all exceptions to the Standard Contract, attached as Attachment D, items in any Section of this IFB listed and clearly explained or state “No Exceptions Taken.” If no *Exception Summary Form* is included, the Bidder is indicating that he takes no exceptions to any item in this IFB document.

**12. Attachment D Bid Exceptions, Item 1 is being modified to read:**

“Unless specifically disallowed on any specification herein, the Bidder may take exception to any point within the Standard Contract ~~this IFB, including a specification denoted with “shall” or “must,”~~ as long as the following are true:”

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:** We are not interested in bidding on providing IT products but there is a small section for services on page 23 of IFB 4291 – <https://rfps.its.ms.gov/Procurement/rfps/4291/4291ifb.pdf>, can we pick and choose what we want to bid on or will we be penalized?

**Response:** **No, Bidders that do not provide all items as requested will be disqualified. Attachment A, Section IV, Item 1 states, “Bidders must provide pricing for all hardware, software, services, and support in Attachment A, Bid Form, Products and/or Services.” In addition, Item 8.7 in Bidder Response Information states, “The Bidder must respond to each requirement by fully describing the manner and degree by which the bid meets or exceeds said requirements. If a Bidder is unable to meet or exceed any requirement, then the Bidder will be disqualified.”**

**Question 2:** In order to accommodate implemented COVID-19 protocols, will the state accept digital signatures and emailed submissions in lieu of packaged and mailed hard copies?

**Response:** **Digital signatures nor e-mail submissions will be accepted. Please refer to the Clarifications above for instructions on submitting electronic bids.**

**Question 3:** For the implementation services, will ITS accept fixed pricing instead of the hourly pricing indicated in the Products and/or Services section?

**Response:** **No, ITS will not accept fixed pricing.**

**Question 4:** Does ITS require migration services for the existing C07 at Eastwood?

**Response:** **No. There is no migration required for the work processed on the C07 at Eastwood.**

**Question 5:** Does ITS need the response to include a server on which SKLM can run at C Spire or will ITS provide this server?

**Response:** **No server is needed. ITS will provide the server for SKLM.**

IFB responses are due Thursday, May 7, 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 Alec Shedd at 601-432-8162 or via email at [Alec.Shedd@its.ms.gov](mailto:Alec.Shedd@its.ms.gov).

cc: ITS Project File Number 45013