Mississippi Department of Information Technology Services

Questions and Clarifications Memorandum

To: Vendors Responding to RFP No. 4356-46139 for the Mississippi Department of Transportation (MDOT)

From: David C. Johnson

Date: June 22, 2022

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Khelli Reed

Contact Phone Number: 601-432-8194

Contact E-mail Address: Khelli.Reed@its.ms.gov

RFP Number 4356 is hereby amended as follows:

1. **Title page, INVITATION is modified as follows:**

   INVITATION: Proposals, subject to the attached conditions, will be received at this office until ~~July 12, 2022~~ **July 20, 2022 @ 3:00 p.m.** Central Time for the acquisition of the products/services described below for **Mississippi Department of Transportation**.

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

PROPOSAL, SUBMITTED IN RESPONSE TO   RFP NO. 4356   Due ~~July 12, 2022~~ July 20, 2022 @ 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	~~06/17/22~~ 06/22/22
Open Proposals	~~07/12/22~~ 07/20/22
Evaluation of Proposals	~~07/12/22~~ 07/20/22
Contract Negotiation	August 2022
Proposed Project Implementation Start-up	~~09/01/22~~ 09/15/22
Project Go-Live Deadline	12/01/22

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: Whether companies from Outside USA can apply for this? (like, from India or Canada)

Response: **Companies outside of Mississippi and/or the United States may respond to the RFP; however, the awarded Vendor must be able to meet all legal requirements to conduct business in the United States and Mississippi, as well as meet the requirements provided in the RFP and exhibits. Vendors should carefully review all requirements to determine whether Vendor(s) can comply with said requirements.**

Question 2: Whether we need to come over there for meetings?

Response: **Whether or not the awarded Vendor will need to be on-site at any time will be determined by project demands such as planning, designing, implementing, hosting, testing, training, maintenance, and support. MDOT reserves the right to require on-site Vendor participation if it would be in the best interest of MDOT.**

Question 3: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Response: **MDOT system's data should not be stored outside the U.S. Government Cloud environment. MDOT prefers developers/staffing to be based within the United States, but there are no restrictions in the RFP.**

Question 4: Can we submit the proposals via email?

Response: **No, ITS is only accepting Vendor responses via a USB flash drive. Refer to Section II Proposal Submission Requirements of the RFP for details on how to respond.**

Question 5: Also please let us know the answer to the following

- How you will weigh past DOT experience?
- Is past DOT experience a mandatory requirement to move forward in the process?

Response: **Past MDOT experience is not mandatory and should not prevent a Vendor from moving forward and submitting a proposal response.**

Question 6: Is there a compelling event driving your timeline of a 3-month implementation?

Response: **The Public Transit FTA Programs are on the federal fiscal year that starts October 1st. While MDOT's preference is to have the software live by that**

date, the implementation and go live dates are as stated in the Procurement Project Schedule in Amendment No. 3 above.

Question 7: Is there a dedicated internal Project Manager on staff or will you be outsourcing that role to a third party? How many people do you anticipate participating in the "core team" to ensure the joint success of the project?

Response: **Yes, there will be a dedicated internal Public Transit Division (PTD) project manager on staff. The "core team" will consist of up to 10 MDOT PTD team members and possibly 2 members of the sub-recipient agency.**

Question 8: How many unique programs are opened annually? What are the estimated averages around the number of applications you receive per year?

Response: **There are up to 4 unique programs opened annually. There is an average of 50 applications received annually.**

Question 9: For each of the program applications, are these application forms minimally or materially different? Are there different approval workflows for each program and/or application type? How do they materially differ?

Response: **The application programs are both, minimally and materially different. The approval workflow is the same for each program. The program applications are materially different in that the language is different for each program.**

Question 10: Do you administer your grant payments in advance or via claim reimbursement?

Response: **Grant payments are administered via claim reimbursement.**

Question 11: For each of the program applications, do the line-item Grantee Budget templates vary minimally or are they materially different? Would you be open to sharing that format and document?

Response: **The Grantee Budget templates are materially different. MDOT is open to sharing the format and document with the awarded Vendor.**

Question 12: Do you desire to track sub-awards and/or re-grants?

Response: **Yes, MDOT desires to track sub-awards.**

Question 13: Roughly how many types of automated email communications are sent to applicants/grantees? Roughly how many documents/templates will need to be generated in the system (e.g., grant agreement, payment letter, etc.)?

Response: **Emails are not automated; however, PTD generates up to a minimum of 15 emails that are sent to all sub-recipients. PTD has approximately 10 templates averaging from 3 to 30 pages each.**

Question 14: Do you have any standard reports that need to be created on a regular basis (e.g., Grant Approval List, List of Approved Grants, List of Payments, etc.)?

Response: **Yes, these reports listed in the Question represent the standard reports that would be created on a regular basis. There could possibly be other reports based on what is offered by the awarded Vendor or program requirements.**

Question 15: Do you currently use any advanced reporting/analytics software (such as Tableau, PowerBI, Qlik, etc.)? If yes, do you plan to continue to use this type of software going forward? If not, is there an interest to pursue this option?

Response: **Currently, the only advanced reporting system MDOT utilizes is QRydes, a routing and scheduling software that reports performance data. Yes, MDOT plans to continue using this type of software.**

Question 16: Data Migration: Can you please estimate roughly how many grant records would need to be migrated from the previous systems? Organizations? People? Reports? Documents?

Response: **Per Item 203 in the Attachment A, "Vendor must successfully migrate existing grant management data from the Automated Transportation Data Reporting/Automated Reporting System (Excel based ATDS/ARS) to the awarded solution. Vendor is responsible for data conversion if required for the migration. The approximate volume is 4MB.".**

Question 17: Other Integrations: Which systems must be integrated with our platform at launch? Do they have APIs available for integration? Ideally, in the consolidation of systems, which platforms do you envision continuing to use versus those where you want to consolidate/deprecate/EOL?

Response: **There will be no system integrations at launch. There is no API currently in place. Financial Management System (FMS) would be the system most likely to eventually need integration. FMS is hosted on-premise. FMS's platform is PowerBuilder and Oracle. FMS will continue to be used for the foreseeable future.**

Question 18: Will all users of the solution be state employees?

Response: **No.**

Question 19: Does the state require external facing UI and data entry capabilities for their subrecipients?

Response: **Yes, subrecipients will need access to upload documents in the new solution.**

Question 20: Is MDOT staffed / trained to validate and confirm all this data as it is input by the local agencies?

Response: **Yes.**

Question 21: Can you elaborate on the level of detail of the asset management function expected?

Response: **The asset management function is expected to track condition assessments and useful life benchmarks of each asset based on data entered into the system.**

Question 22: The asset management solution aggregates performance and condition data on assets that are presumably owned and operated by local governments and regional authorities, rather than by the state or MDOT. Can you elaborate why the State is collecting information on asset condition and performance as part of a Grants Management solution, and specifically which data points you are seeking to assess in a Grants Management environment? Are you seeking better granularity and detail in terms of funding decisions? Oppositely, are you tracking the efficacy of the grants post-award by monitoring for improved condition and performance?

Response: **MDOT has management oversight of all vehicles/equipment purchased which federal funds administered by MDOT via contracts with subrecipients. We are required to ensure vehicles/equipment are in a state of good repair. Transit Asset Management (TAM) Plan is a Federal Transit Administration (FTA) requirement.**

Question 23: Has MDOT previously entertained any system demonstrations and/or presentations from vendors? If so, which systems were seen and when?

Response: **MDOT has entertained system demonstrations, the latest one being about two years ago. These Vendor's products were displayed during tradeshows at different conferences.**

Question 24: Did MDOT utilize any vendor / SME consultants in defining the sought-after functionality and/or scope of work enumerated in the RFP? If yes, please provide the name of the vendor/consultant?

Response: **No, MDOT did not utilize any consultation in preparing the requirements of this RFP.**

Question 25: Given the requirement to manage Federal funds, does MDOT require vendors who have experience deploying Grants Management Systems at the Federal level?

Response: **No; however, at a minimum, experience should be at the State level.**

Question 26: Can you provide the annual dollar amount of grant funding you receive for the current fiscal year?

Response: **The average annual dollar amount of grant funding received for the current fiscal year is $28 million.**

Question 27: What dollar volume of these grants are pass-through grants to sub-grantees?

Response: **Approximately 90 to 95 percent of grant funds are pass-through funds.**

Question 28: How many separate grant programs does MDOT manage? Please provide a list if possible. When do each of the programs' application periods begin in a given fiscal year?

Response: **Currently, MDOT manages three formula grant programs and three discretionary grant programs. The grant application period begins mid-December through February 1 or March 1. Based on deadline for the transmission of grant to FTA, the application period varies between the dates listed above.**

Question 29: How does MDOT manage its grants today?

Response: **MDOT currently manages grants by utilizing Excel spreadsheets.**

Question 30: What tools/technologies does the agency use for data integration and visualization?

Response: **MDOT primarily uses Microsoft Power BI.**

RFP responses are due July 20, 2022, 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 46139