Mississippi Department of Information Technology Services

RFP No. 4422

Laboratory Information Management (LIMS) System

Attendance

- First Roll Call
  - Vendor participation is mandatory for the entire conference.
  - A representative for each participating vendor must be present for the final roll call.

- Please email your business card or signature block to: RFP@its.ms.gov

- Attendees will be posted to the ITS website (www.its.ms.gov)

Agenda

AGENDA	
ATTENDANCE	Civic
PROJECT OVERVIEW	DEQ LaTonia Revies
PROCUREMENT GUIDELINES	Civic
ADDITIONAL INFORMATION	Civic
QUESTION AND ANSWERS	Answers to vendor questions during this conference are not official unless and until submitted to ITS in writing.
CLOSING COMMENTS	Civic
CONCLUSION	Civic

Project Overview

- The Mississippi Department of Environmental Quality (MDEQ) has a laboratory located in Pearl, MS, which employs scientists and analysts who examine water samples, soil samples, and other environmental elements to determine the levels or absences of contaminants. The Laboratory Information Management System (LIMS) is the system used to manage and correlate the data to make these determinations. Labworks LLC has been MDEQ's Laboratory Information Management Solution (LIMS) for over 18 years. Labworks has enhanced their current products and developed new products which has made MDEQ's lab more efficient, improved performance and functionality. The LIMS system has been uniquely customized to meet the measurement, scientific analysis, and inspection requirements enabling accurate reporting to the Environmental Protection Agency (EPA), and seamlessly integrated with existing MDEQ applications.
- MDEQ seeks a Laboratory Information Management System that has the same functionality as their current LIMS. The awarded vendor will need to have the ability to migrate MDEQ's current database into the new system.

Project Overview

- The State seeks a customizable, commercial, off-the-shelf lab information management solution (LIMS) capable of meeting the needs of the OPC Laboratory as defined in this RFP.
- MDEQ is presently hosting the existing LIMS and seeks to procure an on-premise solution where MDEQ will continue to be the host.
- The State seeks an industry tested LIMS solution that will provide flexible configuration, increased lab automation, ease of implementation and intuitive utilization.
- The State seeks a solution that is currently being used in other States or public entities of similar size and scope for lab automation and information management purposes.
- The State seeks a vendor knowledgeable in best practice lab automation to work with the OPC to eliminate manual processes and workflows.
- The State seeks to maximize automation and interoperability between existing lab equipment and the awarded solution.

Evaluation Overview

Scoring is covered in Section VII Technical Specifications, Item 5 of the RFP.

- Each requirement is given a score between 0-10, with 9 points for meeting the requirement. Vendors should provide detail as to how their proposed solution meets or exceeds each specification.

- Vendors must respond with "Will Comply" or "Exception", on every requirement in listed in Attachment A beginning with Section 1, Item 11 and through Section VIII, Item 265.
  Non-Cost = 65 points; Cost = 35 points.

- **Mandatory** requirements must meet the requirement and have a meaningful response. Taking exceptions to a Mandatory requirement will face elimination.
  The combination of the best technical solution and lowest cost is the key to being the selected vendor.

Evaluation Overview

The State's intent in issuing this RFP is to award a contract to the lowest and best responsive Vendor who meets specifications, considering price and other factors. The Vendor’s past performance, cooperation, and ability to provide service and training are general factors that will be weighed in the selection process.

The evaluation will be conducted in four stages:

- Stage 1: Selection of Responsive/Valid Proposals
- Stage 2: Non-cost Evaluation (all requirements excluding cost)
- Stage 3: Cost Evaluation
- Stage 4: Selection of Successful Vendor

Evaluation Criteria

The evaluation will be conducted in four stages:

Stage 1: Selection of Responsive/Valid Proposals
Each proposal will be reviewed to determine if it is sufficiently responsive to the RFP requirements to permit a complete evaluation.

Stage 2: Proposals meeting fewer than 80% of the requirements in the non-cost categories may be eliminated from further consideration.

Stage 3: Cost Evaluation: Points will be assigned using the following formula: (1-((B-A)/A))*n
Where: A = Total lifecycle cost of lowest valid proposal
B = Total lifecycle cost of proposal being scored
n = Maximum number of points allocated to cost for acquisition

Stage 4: Selection of the successful Vendor

Evaluation Criteria

Category	Possible Points
Non-Cost Categories:	
Hosting and Technical	40
Hosting and IT Environment	
Functional/IT Requirements	
Implementation	
Warranty, Maintenance, and Support	
Other	
Table of Deliverables	
Vendor Qualifications	25
Vendor Qualifications/Supporting Documentation	
Vendor Implementation Team	
Regulatory Compliance	
Annual Volumes	
Total Non-Cost Points	**65**
Cost Categories:	
Total Overall Costs – Section VIII	
Total Cost Points	**35**
Maximum Possible Points	**100**

Section VIII, Cost Information Submission

- Vendors must propose a summary of all applicable project costs in the matrix that follows.
- The matrix must be supplemented by a cost itemization fully detailing the basis of each cost category.
- The level of detail must address the following elements as applicable: item, description, quantity, retail, discount, extension, and deliverable.
- Any cost not listed, even if it was asked for in the RFP technical requirements but not included below, may result in the Vendor providing those products or services at no charge to the State or face disqualification.
- All Base Offering deliverables are described in RFP Number 4422.

RFP Response

- Proposal: 1 USB flash drive. Vendor'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.
- Submission Cover Sheet (Section I)
- Proposal Exceptions (Section V)
- Response to RFP Questionnaire (Section VI)
- Point-by-Point Response (Attachment A)
- Cost Information Submission Form (Section VIII)
- References (Section IX)

Standard Contract

Exhibit A – Standard Contract

- Vendors must review this document and take exception, if necessary. If Vendor takes no exception to Exhibit A, the state assumes that these terms are agreeable and cannot be negotiated after award.
- If additional terms and conditions beyond what is included are required, Vendor should submit them with their RFP response for consideration.

Upcoming Dates

- Deadline for Vendor's Written Questions
  Tuesday, October 10, 2023, at 3:00 p.m. Central Time
- Responses to Vendor Questions
  Posted to the ITS Website by COB Wednesday, October 18, 2023
- Proposal Due Date
  Wednesday, November 8, 2023, at 3:00 p.m. Central Time
- Proposal Evaluations
  Begin Wednesday, November 8, 2023
- Contract Negotiation
  December 2023
- Proposed Project Implementation Start-Up
  Monday, January 8, 2024

Additional Information

- Vendor communication with the State
  - See Section II Proposal Submission Requirements, Item 14
- Answers to questions asked during this Vendor Conference are not official until and unless submitted in writing.
- Vendors may continue to check the ITS website for updates related to this RFP No. 4422.
  - www.its.ms.gov

Questions and Answers

- **Open to the floor** - Answers to questions posed during the vendor conference are not official unless and until questions are submitted in writing.

Closing Comments

- Final Roll Call
- Please email your business card to: RFP@its.ms.gov
- Attendees will be posted to the ITS website (www.its.ms.gov)

Conclusion

Thank you for your participation!

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