

RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 4544 for the Department of Education
From: David C. Johnson
Date: March 6, 2024
Subject: Responses to Questions Submitted and Clarifications to Specifications
Contact Name: Solicitations Team
Contact E-mail Address: RFP@its.ms.gov

RFP Number 4544 is hereby amended as follows:

- Section VII Technical Specifications, Item 2, Procurement Project Schedule is amended as follows:**

Task	Date
Deadline for Questions Answered and Posted to ITS Web Site	02/06/2024 <u>03/06/2024</u>
Open Proposals	02/21/2024 <u>03/20/2024</u>
Evaluation of Proposals	02/21/2024 <u>03/20/2024</u>
ITS Board Presentation	04/18/2024 <u>05/16/2024</u>
Contract Negotiation	04/22/2024-05/20/2024 <u>05/20/2024-06/20/2024</u>
Proposed Project Implementation Start-up	06/03/2024 <u>07/02/2024</u>
<u>Proposed</u> Project Go-Live Deadline	TBD <u>12/01/2024</u>

- Section IX References, Item 1.1 is being modified to read:**

The Vendor must provide at least ~~5~~ three (3) references consisting of Vendor accounts that the State may contact. Required information includes customer contact name, address, telephone number, email address, and engagement starting and ending dates. Forms for providing reference information are included later in this RFP section. The Vendor must make arrangements in advance with the account references so that they may be contacted at the Project team's convenience without further clearance of Vendor intercession.

- First paragraph of Section IX References, Item 2 regarding Subcontractors is being modified to read:**

The Vendor's proposal must identify any subcontractor that will be used and include the name of the company, telephone number, contact person, type of work subcontractor will

perform, number of certified employees to perform said work, and ~~5~~ **three (3)** references for whom the subcontractor has performed work that the State may contact. Forms for providing subcontractor information and references are included at the end of this section.

4. Section II Functional/Technical Requirements, C. General, Item 62 is being modified to read:

Data elements must be accessible through dropdown menus, checkboxes, data pickers, etc. to ensure standardization of MDE processes and data collection formats ~~for both solutions.~~

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: Is MDE willing to accept a system that is configurable but not customizable?

Response: **No, refer to Attachment A, Requirement 61 and Requirement 114 for the need of customization.**

Question 2: Are there expectations from MDE that the APS system requested via RFP 4544 will interact with the Food Distribution Software implemented via RFP 4459?

Response: **No; however, interaction with the Food Distribution Software is preferred, if feasible.**

Question 3: Does the incumbent APS have an end-of-life date to be considered in a proposed implementation timeline?

Response: **No. The incumbent APS will operate until full migration, testing, and implementation of new APS solution.**

Question 4: Can MDE please provide examples of automated food purchasing systems of similar scope of services to allow a vendor to determine appropriate references?

Response: **No.**

Question 5: Can MDE please provide a list, or workflow examples, of incumbent APS core functionality considered to be common?

Response: **Core functionality includes, but is not limited to, receiving of bids, processing bid awards, connecting awards to the pricing guide, pricing guide able to be used during ordering by organizations, organization orders transmitted to distributors, and reports generated from the system, such as fill rates, etc.**

Question 6: Can MDE please define “both solutions” [in Requirement #62]?

Response: Please disregard this term. See Amendment No. 4 above.

Question 7: Can MDE please provide a list, or approximate quantity, of standard reporting templates?

Response: Examples of standard reporting templates could include fill rates, orders, etc.

Question 8:

- a) In order to estimate data migration activities of a proposed response, is MDE able to provide vendors the fields of the current database?
- b) How many years of historical data are expected to be migrated to a new solution?

Response: MDE does not have a maintenance contract for the incumbent solution. The incumbent vendor maintains historical data for prior years. Responding vendors should provide the fields needed to meet the needs of MDE. One year of past data migration is expected.

Question 9: Can MDE please provide additional insights on the planned roles expected to be available from MDE and the amount of time each will be available to work with the vendor during implementation?

Response: MDE will provide enough staff and hours needed to ensure the implementation of the program is completed. Exact positions and time allocated will be dependent on the needs of the selected proposal.

Question 10: Is there a preferred table layout or schema for data elements in the Data Dictionary?

Response: MDE has no preference. The table layout or schema is at the discretion of the vendor.

Question 11: What time period of the existing data will be requested for import?

Is it possible to obtain data points for the import?

Response: MDE only has PDFs for data points. The information may have to be manually entered. The time period will be for SY24 (July 23-Current).

Question 12: What is MDE Database structure and relationship between the objects? I.e., If there are any specific documents like DB landscape diagrams, they can be helpful to create the Data migration plan from a technical point of view.

Also, regarding stored images, does MDE use any cloud provider, or in-premise DB, or any Physical location?

Response: Currently MDE does not store images in the incumbent system. A simple transactional database is used. MDE is unable to provide any additional information.

Question 13: Now or in the future, are there any needs for third-party connections?

Response: Yes, approximately 180 external entities will be users of the system. This consists of an estimated 180 organizations participating in the MDE Purchasing System and an estimated five (5) distributors of food and supplies.

RFP responses are due March 20, 2024, 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 Solicitations Team via email at RFP@its.ms.gov.

cc: ITS Project File Number 47420