

IFB Questions and Clarifications Memorandum

To: Vendors Responding to Invitation for Bids (IFB) No. 4575 for the Mississippi Department of Information Technology Services (ITS)

From: David C. Johnson

Date: October 27, 2023

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Jasmine Grice

Contact Phone Number: 601-432-8198

Contact E-mail Address: jasmine.grice@its.ms.gov

IFB Number 4575 is hereby amended as follows:

1. Title page, INVITATION is modified as follows:

INVITATION: Sealed bids, subject to the attached conditions, will be received at this office until ~~November 4~~ November 3, 2023 @ 3:00 p.m. local time for the acquisition of the products/services described below for the Department of Information Technology Services, Project Number 47945.

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

**PROPOSAL, SUBMITTED IN RESPONSE TO
IFB NO. 4575
DUE ~~November 4~~ November 3 @ 3:00 p.m.,
ATTENTION: Jasmine Grice**

3. Attachment A Bid Form, Item 1 Project Schedule is amended as follows:

Task	Date
Deadline for Questions Answered and Posted to ITS Web Site	10/25/23 <u>10/27/23</u>
Open Bids	11/1/23 <u>11/3/23</u>
Begin Evaluation of Bids	11/1/23 <u>11/3/23</u>
Begin Contract Negotiation	11/14/23 <u>11/17/23</u>
Maintenance Begins	1/15/24

4. Attachment A, Bid Form, Item III Specifications, Item 12 is being added as follows:

12. The State must pay for each year of maintenance annually.

5. Attachment B, Cost Submission is hereby deleted and replaced in its entirety by Attachment B-1 Revised Cost Submission.

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: Should vendors complete and sign Attachment F, or is Attachment F for informational purposes at this time and to be signed upon award?

Response: Attachment F is for informational purposes. A contract will be executed with the awarded vendor upon successful contract negotiations. If a Bidder cannot comply with any term or condition of this Standard Contract, Bidder must list and explain each specific exception on the Exception Summary Form included as Attachment E. If no Exception Summary Form is included, the Bidder is indicating that he takes no exceptions. Bidders who fail to take exception to any point in the Standard Contract may not later do so during contract negotiations.

Question 2: Will ITS consider extending the bid submission due date?

Response: Please see amendments 1 through 3.

Questions 3: Are we correct in understanding that the only hard copy the State wants is Attachment B and all other IFB response documents, including a scan of the completed Attachment B, are to be submitted on a thumb drive?

Response: Yes. A response of the complete bid in Microsoft Office 2010 or higher format and/or PDF format, including all attachments, is required to be submitted on a USB flash drive. Attachment B-1 should be printed and included in the package with the USB flash drive.

Question 4: Is the extended cost in Attachment B meant to be the total five-year cost for each serial number (the sum of years 1 through 5 per serial)?

Response: Yes. Please see Amendment Number 5.

Question 5: Can you please confirm if bond is required for this opp? And will it be one time purchase?

Response: No, there are no bond requirements for this IFB. No, it will not be a one-time purchase. Please see Amendment Number 4.

IFB responses are due November 3, 2023, 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 Jasmine Grice at 601-432-8198 or via email at jasmine.grice@its.ms.gov.

cc: ITS Project File Number 47945