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RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 4585 Business Operations and Filing System for Mississippi Secretary of State (MSOS)

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

Date: October 24, 2024

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Solicitations Team

Contact E-mail Address: RFP@its.ms.gov

RFP Number 4585 is hereby amended as follows:

1. **RFP, Section VIII Cost Information Submission, is hereby deleted and replaced with the attached Revised Cost Information Submission Form.**

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 documents.

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: Attachment A, Item 60: Is there a desired timeline for the State of Mississippi to go-live in production with all the modules?

Response: **The desired timeline for completing all modules that have been placed into production is three (3) years from the project's official start.**

Question 2: Attachment A, Item 36: It sounds like from the RFP, all modules will roll out at the same time to decrease customer inconvenience, can this be confirmed?

Response: **The State prefers to have each module roll out independently throughout the project's timeline. Because each module operates independently of other modules, it is preferred that each module have its own release timeframe.**

Question 3: Attachment A, Item 57: Instead of doing a waterfall approach, is it possible to utilize a more agile methodology to implement the solution?

Response: **The State is amenable to alternative project methodologies to implement the solution(s).**

Question 4: Attachment A, Item 472: How many staff will the State have available for the duration of the project to help with validation and testing?

Response: **The number of MSOS members available will vary based on the module. It is estimated that a minimum of 2 - 4 staff members will be available for the validation and testing of each module.**

Question 5: Attachment A, Item 472: Will the staff availability consist of IT and subject matter experts in the various modules and implementation? Are staff solely focused on one module or do they have training in all modules?

Response: **Because each module is dedicated to a specific department, only a few will have overlapping staff members. IT and subject matter experts will be available for each module and implementation.**

Question 6: Attachment A, Item 82 and 206: The proposed solution to generate and send out mass emails to external users, can that be explained what the function is? Is this to send our annual report notices, or any emails?

Response: **Mass emails include business and charity annual report notices, dissolution notices, filing reminder notices, and other similar types of communications. These types of communications are required in multiple modules.**

Question 7: Attachment A, Item 134: JPEG, GIF, PNG are accepted now, is it anticipated that will narrow down or change anytime in the near future?

Response: **They are accepted now and not expected to change in the near future.**

Question 8: Attachment A, Item 60: Can one user be logged in and have access to all the functionality currently? Is it anticipated to be able to have one login to perform all that is requested in this RFP?

Response: **No. User access, including roles and permissions, are unique to each module.**

Question 9: Attachment A, Item 468 and 469: Can Microsoft Azure DevOps be leveraged for preparing and maintaining the PMP for the duration of the project?

Response: **MSOS is amenable to alternative methods of preparing and maintaining the PMP for the duration of the project.**

Question 10: Attachment A, Item 582: The 2,500 block service hours are scheduled to be used during a maintenance/enhancement phase or during the initial implementation of the project?

Response: **The 2,500 block service hours will be designated for the maintenance and enhancements phase and not during the initial implementation of the project.**

Question 11: Attachment A, Item 29: The current db values were listed. Can you confirm the following:

a. Will all the records listed below be converted to the new system?
b. Can you tell us the estimated new filings that come in by category on a yearly basis?

  Businesses – 6,955,662;
  UCC – 7,388,203;
  Charities – 146,581;
  Securities – 106,793; and
  Preneed and Perpetual care – 3,693.

Response: **a. All currently existing records must be converted to the new system.**
b. Below are the estimated new filings yearly:
  1. Businesses (Corp)
    i. Businesses Formed: 37,200
    ii. Form Filings Filed: 293, 809
    iii. Orders: 1,483
  2. UCC – 176,237
  3. Charities – 13,317
  4. Securities – 613
    i. They do not create a lot of new filings, but they update existing ones regularly.
  5. Preneed and Perpetual Care - 212

RFP responses are due on November 7, 2024, at 3:00 p.m. (Central Time).

If you have any questions about the information or if we can be of further assistance, please email the Solicitations Team at RFP@its.ms.gov.

cc: ITS Project File Number 47843

Attachment: Revised Cost Information Submission