

IFB Questions and Clarifications Memorandum

To: Vendors Responding to Invitation for Bids (IFB) No. 4595 for the Mississippi Department of Finance & Administration (DFA)

From: David C. Johnson

Date: January 11, 2024

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Lori Ryan

Contact Phone Number: 601-432-8284

Contact E-mail Address: Lori.Ryan@its.ms.gov

IFB No. 4595 is hereby amended as follows:

1. Title Page, BIDDER INFORMATION is hereby amended as follows:

Bidder Information

Attachment A: Bid Form
Attachment B: Cost Submission
Attachment C: IFB Questionnaire
~~Attachment D: References~~
Attachment E: Contract Exceptions
Attachment F: Standard Contract

2. Attachment D, References is hereby omitted from IFB No. 4595.

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: Question regarding item 3 on Page 2 – “Bids or alterations by fax, e-mail, or phone will not be accepted.”

[Vendor] typically responds to bids via e-mail and that is the preferred method for bid submission. We do not have anyone local at this time to submit the bid in person, so the response would require mailing the submission. Asking if could submit bid response via e-mail submission to Lori Ryan.

Response: No. Bids or alterations by fax, e-mail, or phone will not be accepted.

Question 2: Question regarding item 8.2 on page 2 – “The Bidder should note that original signatures in blue ink are required on Attachment B. Attachment B should be printed and included in the package/envelope with the Bidder’s USB response. Bidders that do not have a printed copy of Attachment B included within their bid envelope may be subject to elimination.

Hoping that for signature, ITS would accept an PDF e-sign via DocuSign signature in place of an original wet signature in blue ink for our response to this bid.

Response: No. Original signatures in blue ink are required on Attachment B.

Question 3: Question regarding Attachment D - References item 1.1 on page 21 “The Bidder must provide three (3) verifiable references consisting of Bidder accounts that the State may contact. Required information includes customer contact name, address, telephone number, e-mail address, and engagement starting and ending dates. Forms for providing reference information are included in this IFB Attachment. The Bidder must make arrangements in advance with the account references so that they may be contacted at the Project team’s convenience without further clearance or Bidder intercession.”

[Vendor] would like to ask for a waiver of the requirement to provide references on this bid. Mississippi Department of Finance has already owned this software for 5 years and this submission is to complete a renewal of existing services. The software is already widely used by the department of finance and providing references seems like an unnecessary part of this process. References were likely provided upon initial software purchase and asking that this requirement can be waived as part of the renewal of existing services.

Response: The State agrees to remove the requirement to provide references on this project. See Amendments 1 and 2 above.

IFB responses are due January 18, 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 Lori Ryan at 601-432-8284 or via email at Lori.Ryan@its.ms.gov.

cc: ITS Project File Number 47985