



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**MISSISSIPPI STATE DEPARTMENT OF HEALTH
REQUEST FOR PROPOSALS (RFP) COVID-19 AFTER ACTION
REPORTS/IMPROVEMENT PLANS
RFx# 3120002490**

**AMENDMENT #2
Procurement Questions and Answers**

	IFB Section, Page	Question	Answer
1.	Section 5.3, Pg. 5; and Section 14.4, Pg. 16	Respecting the requirements of Section 14.4 for independent pricing and noting the formula provided in Section 5.3, can you provide additional clarity on the project budget, for example, a “not to exceed” amount?	The budget is currently set at \$300,000.00.
2.	Attachment A.I.5. Analysis of Core Capabilities, Pg. 21; and Attachment A.V.B.Phase II, Pgs. 24-25	This first referenced section relates to the Scope of Work for the Internal MSDH AAR. Are the referenced Core Capabilities the Public Health Emergency Preparedness (PHEP) capabilities or the Federal Emergency Management Agency (FEMA) capabilities? The second referenced section includes topic areas related to FEMA, PHEP, and Healthcare Preparedness Program (HPP) capabilities. Is there a preference or requirement for alignment with any single set of competencies standards, i.e., “Only FEMA” or “Only PHEP”?	Core Capabilities listed in this document refer to The National Preparedness Goal - 32 Core Capabilities.
3.	Attachment A.V.A Phase I, Pg. 23; and	In this section, on page 23, paragraph 4 of the subsection, the text states that the Stakeholder Kickoff Meeting will be conducted in-person. The following	MSDH would prefer to have the Stakeholder Kickoff Meeting be held

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	Attachment A.V.A Phase I Anticipated Deliverables, Item 4, Pg. 24	section, Phase I Anticipated Deliverables, Item 4, notes that the Stakeholder Kickoff Meeting may be virtual. Will you please share any requirement or preference for an in-person versus virtual Stakeholder Kickoff Meeting?	in person, however, a virtual meeting is an acceptable option.
4.	Attachment A.III, following Item 5, Conduct a review of overarching preparedness planning, Pg. 22	Are you able to provide an estimate of the number of State and local plans will be presented for review? If so, would you specify which plans will be presented (beyond those specifically provided in section B, Phase II on page 24)?	19 Plans (Approximately 1,700 pages) CEMP (https://www.msema.org/preparedness-2/emergency-plans/state-cemp/) Situation Reports (Approximately 7,500 pages) Incident Action Plans (Approximately 5,600 pages) These are estimates to assist with understanding the scope of the document review and is not all inclusive of all documents that may need to be reviewed.
5.	Attachment A.I, Internal MSDH AAR Scope of Work, Pg. 20; Attachment A.II Statewide Mississippi COVID-19 Pandemic Planning and Response AAR Scope of Work, Pg. 21; and Attachment A.V.C Phase III AAR Report and Improvement Plan Development, Pgs. 25-26	<p>The RFP provides a Scope of Work for two (2) AARs: an internal MSDH AAR and a State-wide AAR. In subsequent sections, as referenced, the development and submission process for a single AAR deliverable is described. Will you please clarify whether a single document or two separate documents should be developed?</p> <p><i>If the preference is for two separate documents, will the processes described in Section A.V.C Phases III and IV be replicated for development and submission of the second AAR with another entity, or will the State Project Manager, referenced on page 25, receive all work product for both AARs?</i></p>	Two documents should be produced. The State Project Manager will receive the work and disseminate the products.

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6.	Section 7.1 Submission Format, Page 9 & Section II Management, Tab 4 – References, Page 10	If a vendor submits a proposal as a Team, such as two companies bidding together under one proposal, are references required for both team members? How would you like references to be differentiated between team members in the BLIND version?	MSDH will accept proposals from and will contract with a single vendor. Team submissions are not accepted. However, each vendor may subcontract in accordance with this RFP and the MSDH contract.
7.	Section 7.1 Submission Format, Page 9 & Section II Management, Tab 5 – Resumes for Key Staff, Page 10	Are individuals’ names allowed in the BLIND version? We understand that “names of incumbent staff” are not permitted, but would appreciate clarity on non-incumbent staff?	The management portion does not have to comply with the blind requirements. The purpose of blind submission is to avoid providing information to the committee that will identify (and disqualify) the vendor. If staff information is provided somewhere other than the management section, vendor risks disqualification. This section is not blind. (See Tab 6)
8.	Section A. Phase I: Project Initiation, Phase I Anticipated Deliverables, Page 23	Can you provide clarity on the deliverable “Meeting Materials?” What does meeting materials include?	Meeting materials include, but are not limited to, meeting memos, slide presentations, handouts, agenda, sign in sheets, meeting record or minutes.
9.	Section A. Phase I: Project Initiation, Page 23 & Section A. Phase I: Project Initiation, Phase I Anticipated Deliverables, Page 24	The RFP States, “The vendor shall conduct an in-person Stakeholder Kickoff Meeting” and under anticipated deliverables it states that the Stakeholder Kickoff Meeting “may be virtual.” Can you clarify whether the Stakeholder Kickoff Meeting must be conducted in-person or may be conducted virtually?	MSDH would prefer to have the Stakeholder Kickoff Meeting be held in person, however, a virtual meeting is an acceptable option.
10.	Section B. Phase II: After Action Interviews, Surveys	Can you provide clarity on the number of plans, reports, entries, etc. that require review and the approximate length (number of pages) of each?	19 Plans (Approximately 1,700 pages)

	IFB Section, Page	Question	Answer
	and Documentation Review. Page 24		CEMP (https://www.msema.org/preparedness-2/emergency-plans/state-cemp/) Situation Reports (Approximately 7,500 pages) Incident Action Plans (Approximately 5,600 pages) These are estimates to assist with understanding the scope of the document review and is not all inclusive of all documents that may need to be reviewed.
11.	Section B, Phase III After Action Interviews, Page 24	Phase II describes interviews for internal and external agencies. The additional information provided on page 28 lists 19 agencies/groups with approximate staff ranging from 2 -1,000 individuals. How many interview sessions do you anticipate for both AARs?	Vendors should include the number or percentage of each agency's responding employees that will be interviewed should be included in the vendor proposal.
12.	Section B, Phase II Anticipated Deliverables, Page 25	For the Phase II Anticipated Deliverables, is the State requesting one (1) or two (2) sets of deliverables. For example, is the State requesting one (1) "First draft of the incident overview, timeline and documentation review section of the AAR Report" for the Internal MSDH AAR and one (1) "First draft of the incident overview, timeline and documentation review section of the AAR Report" for the Statewide AAR, which is a total of two?	Two.
13.	Section C, Phase III: AAR Report and Improvement Plan Development, Page 26	Can you provide clarity on the distinction between the public version and a "For Official Use Only" version of the AAR? Is the public version just a redacted version of the FOUO version or an entirely different report? Is a public version and an "FOUO" version required for both AARs?	There is one document with FOUO Appendices.

	IFB Section, Page	Question	Answer
14.	Section C, Phase III Anticipated Deliverables, Pages 26-27	For the Phase III Anticipated Deliverables, is the State requesting one (1) or two (2) sets of deliverables. For example, is the State requesting one (1) AAR outline for the Internal MSDH AAR and one (1) AAR outline for the Statewide AAR, which is a total of two (2) AAR outlines? Same question for the following deliverables: “Draft 1 AAR”, “Conduct meeting”, “Draft 2 AAR Report”, “Conduct after action meeting”, “Draft 3 AAR Report”, and “Final Draft AAR Report”.	Two.
15.	Section C, Phase III Anticipated Deliverables, Pages 27	Can you provide clarity on the deliverable “Meeting Materials” for #3 Conduct meeting with MSDH and #5 Meeting materials for each conference.? What does meeting materials include?	Meeting materials include, but are not limited to, meeting memos, slide presentations, handouts, agenda, sign in sheets, meeting record or minutes.
16.	Section D, Phase IV Anticipated Deliverables, Page 27	For the Phase IV Anticipated Deliverables, is the State requesting one (1) or two (2) sets of deliverables. For example, is the State requesting one (1) Presentation and one (1) Final AAR/IP for the Internal MSDH AAR, and one (1) Presentation and one (1) Final AAR/IP for the Statewide AAR?	Two
17.	Section D, Phase IV Anticipated Deliverables, Page 27	Can you provide clarity on the deliverable “Meeting Materials?” What does meeting materials include?	Meeting materials include, but are not limited to, meeting memos, slide presentations, handouts, agenda, sign in sheets, meeting record or minutes.
18.	Section 1. Term pg. 2 MSDH intends to enter into a firm fixed price agreement.	What is the budget for this project?	The budget is currently set at \$300,000.00.
19.	Section 1. Term pg. 2 MSDH intends to enter into a firm fixed price agreement.	What is the funding source(s) for this project?	Federal funds.

	IFB Section, Page	Question	Answer
20.	Section 6.3 Financial Stability or Solvency, pg. 8: Vendor must be financially stable or solvent, if required. Each vendor shall submit copies of the most recent years independently audited financial statements as well as financial statements for the preceding three (3) years, if they exist. The submission must include the audit opinion, the balance sheet, and statements of income, retained earnings, cash flows, and the notes to the financial statements. If independently audited financial statements do not exist, Vendor must state the reason and, instead submit sufficient information to enable the Agency to access the financial stability or solvency of the vendor, such as financial statements, credit ratings, a line of credit, or other financial arrangements sufficient to enable the Vendor to be capable of	For vendors who do not have audited financial statements, will the State accept reviewed financial records as evidence of financial stability?	See Section 6.3. MSDH reserves the right to request any additional information if needed.

	IFB Section, Page	Question	Answer
	meeting the requirements of this RFP.		
21.	Section 7.1, pg. 9. Proposals must be typewritten on 8.5" x 11" paper (charts or graphs may be provide on legal-sized paper) using Times New Roman font type, font size 12, with standard half-inch margins. Appendices, as well as samples and templates required of the proposal need not comply with font and margin restriction. Proposals shall not exceed 20 pages total.	Are resumes, Attachment A, Attachment D, Information for Tab 6, Amendment acknowledgments, Fee Schedule, and Financial statements included in the 20 page limit?	Attachment A (page 20) - No Attachment B (page 31) - Yes Attachment C (page 33) - No Attachment D (page 35) - No Attachment E (page 37) - Not required Attachment F (page 38) - Not required Resumes- No. However, limit resume submission to no more than Key Staff-Members. Each 1 page (front and back)) Tab 1 (page 9) - Yes Tab 2 (page 9) - Yes Tab 3 (page 10) - Yes Tab 4 (page 10) - No Tab 5 (page 10) -No Tab 6 (page 10) - Yes Tab 7 (page 10) - No Tab 8 (page 11) - No Tab 9 (page 11) - No
22.	Section 7.1, pg. 9. Proposals must be typewritten on 8.5" x 11" paper (charts or graphs may be provide on legal-sized paper) using Times New Roman font type, font size 12, with standard half-inch margins. Appendices, as well as samples and templates required of the proposal need not comply	Is a page considered to be one side of a sheet of 8.5" x 11" paper?	A page is front and back of a sheet of 8.5" x 11" paper.

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	with font and margin restriction. Proposals shall not exceed 20 pages total.		
23.	Section 7.1, pg. 9. Proposals must be typewritten on 8.5" x 11" paper (charts or graphs may be provide on legal-sized paper) using Times New Roman font type, font size 12, with standard half-inch margins.	Do legal size pages count as a single page?	Yes.
24.	Section 7.1, pg. 9. All Vendor-identifying information shall be removed and/or redacted. Identifying information includes, but is not limited to, any prior, current and future names or addresses of the offeror, any names of incumbent staff, any prior, current and future logos, watermarks, and company colors, any information, which identifies the offeror as an incumbent, and any other information, which would affect the blind evaluation of technical factors.	If client and offeror names are removed from the narrative, will the State allow inclusion of examples of successful performance for the proposed service plan to substantiate that the proposed plan is reasonable and feasible?	Yes, however, vendor should not provide any information that would allow evaluators to identify the vendor. Proposals with identifiable information in sections required to be submitted blind (Technical and Cost) may be disqualified. MSDH discourages overly lengthy and costly proposals. In preparing a proposal response, all narrative portions should be straightforward, detailed, and precise.
25.	Section 7.1, pg. 9. The three sections of the	Does the State require paper tabs included in the hard copy response?	It is preferred, but not required.

	IFB Section, Page	Question	Answer
	proposal shall be comprised as listed below. It is the Vendor's responsibility to organize and separate the information into the sections and tabs accordingly.		
26.	Section 7.1, pg. 9. The three sections of the proposal shall be comprised as listed below. It is the Vendor's responsibility to organize and separate the information into the sections and tabs accordingly.	Does the State require submissions to be bound in a particular way (i.e., staple, binder clip, presentation folder, 3-ring binder, etc.)?	Binders and clips are preferred.
27.	Section 7.1, pg. 9. Tab 2 – Proposal Cover Sheet (Attachment A) containing narrative questionnaire: Failure to complete and/or sign may result in Vendor being determined nonresponsive. Unauthorized modification or addition to any portion of the Attachment A may be cause for rejection of the proposal.	May the offerors add spaces between the narrative questionnaire or should notations to the response be included instead?	See Tab 2; (Pages 9-10 of RFP)
28.	Section 7.2.1, pg. 11	Will the State accept electronic signatures on the hard copy submission?	Yes.

	IFB Section, Page	Question	Answer
29.	Attachment A: SOW, pg. 20	Please confirm that the period of review for both AAR/IPs is January 2020-June 2021.	The services of this solicitation require an After-Action Report (AAR) and Improvement Plan (IP), related to the State of Mississippi's response to the COVID-19 Pandemic, which began in January 2020 through the end of the State of Emergency in June 2021.
30.	Attachment A: SOW, pg. 20	Besides the MSDH regional hotwashes conducted in May-July 2022, has the State undergone any AAR/IP processes up to this point?	No.
31.	Attachment A: SOW.I, pg. 20:	What other agencies besides MSDH and the OEPR should be involved in the MSDH AAR?	See page 28 (ADDITIONAL INFORMATION FOR CONSIDERATION) of the RFP.
32.	Attachment A: SOW.I, pg. 20:	Are local jurisdiction health departments included in the SOW for this effort?	See page 28 (ADDITIONAL INFORMATION FOR CONSIDERATION) of the RFP.
33.	Attachment A: SOW.I, pg. 20:	Are hospitals included in the SOW for this effort?	See page 28 (ADDITIONAL INFORMATION FOR CONSIDERATION) of the RFP.
34.	Attachment A: SOW.I, pg. 20: Regional MSDH response team member hotwash sessions were conducted in May-July 2022 and feedback forms with data from these sessions will be available to the selected vendor.	How many hotwash sessions were conducted?	Ten.
35.	Attachment A: SOW. I, pg. 20: Regional MSDH response team member hotwash sessions were conducted in May-July	How many participants attended the hotwashes?	The approximate cumulative total of all 10 sessions is 500.

	IFB Section, Page	Question	Answer
	2022 and feedback forms with data from these sessions will be available to the selected vendor.		
36.	Attachment A: SOW. I, pg. 20: Regional MSDH response team member hotwash sessions were conducted in May-July 2022 and feedback forms with data from these sessions will be available to the selected vendor.	What data was collected in the feedback forms?	See page 20, Section I. Internal MSDH AAR Scope of Work of the RFP.
37.	Attachment A: SOW. I, pg. 20: Regional MSDH response team member hotwash sessions were conducted in May-July 2022 and feedback forms with data from these sessions will be available to the selected vendor.	What vendor, if any, supported MSDH in these hotwash sessions?	None.
38.	Attachment A: SOW.I.1.2, pg. 20:	Should vendors assume that only one additional hotwash session and debrief is required?	No.
39.	Attachment A: SOW.I.1.2, pg. 20:	How many attendees are expected for the additional hotwash/debrief?	Unknown.
40.	Attachment A: SOW.I.1.2, pg. 20:	Does the State want an additional survey created?	Not required
41.	Attachment A: SOW.I.1.2, pg. 20:	If yes, how many respondents does the state want included in the additional survey for the MSDH AAR/IP?	Not required
42.	Attachment A: SOW.I.1.2, pg. 20:	Does the State want additional interviews conducted for the MSDH AAR/IP?	Yes

	IFB Section, Page	Question	Answer
43.	Attachment A: SOW.I.1.2, pg. 20:	If yes, how many additional interviews are expected?	Vendors should include in the vendor proposal the number or percentage of each agency's responding employees to be interviewed.
44.	Attachment A: SOW.II, pg. 21:	What agencies are expected to be on the planning team for the statewide AAR/IP?	See page 28 (ADDITIONAL INFORMATION FOR CONSIDERATION) of the RFP
45.	Attachment A: SOW.II, pg. 21:	Are local jurisdictions included in the scope of the statewide AAR/IP?	See page 28 (ADDITIONAL INFORMATION FOR CONSIDERATION) of the RFP
46.	Attachment A: SOW.II, pg. 21:	How many interviews are expected for the statewide AAR/IP?	Vendors should include in the vendor proposal the number or percentage of each agency's responding employees to be interviewed.
47.	Attachment A: SOW.II, pg. 21:	How many hotwashes are expected for the statewide AAR/IP?	Vendors should include the number of AAMs (After Action Meeting) necessary to accomplish their proposed interview plan for responding agencies.
48.	Attachment A: SOW.II, pg. 21:	How many After Action Meetings are expected for the statewide AAR/IP?	Vendors should include the number of AAMs (After Action Meeting) necessary to accomplish their proposed interview plan for responding agencies.
49.	Attachment A: SOW.III, pg. 23:	Does the State intend to award to a single vendor for both AAR/IP projects?	Yes
50.	Attachment A: SOW.III, pg. 23:	Does the State want both AARs/IPs conducted simultaneously?	No preference, however, the process should be outlined in Detailed Service Plan.
51.	Attachment A: SOW.III, pg. 23:	Will the State allow any data collection methods (interviews, focus groups, surveys, media analysis),	Yes, any instruments shall be submitted and approved by the agency prior to conducting.

	IFB Section, Page	Question	Answer
		hotwashes, AAMs, or planning team meetings to support both AARs/IPs?	
52.	Attachment A: SOW.III, pg. 23:	How many respondents does the State want included for the survey for the statewide AAR/IP?	Vendors should include in the vendor proposal the number or percentage of each agency's responding employees to be interviewed.
53.	Attachment A: SOW.V, pg. 23	Section 5 of the SOW indicates an approach for a single AAR/IP. Should vendors assume that the phases identified in Section 5 should be repeated for both AARs/IPs?	Yes.
54.	Attachment A: SOW.V, pg. 23	If yes, do any of the Planning Team or agencies change from one AAR/IP to the other?	No.
55.	Attachment A: SOW.V, pg. 23: The vendor shall conduct an in-person Stakeholder Kickoff Meeting with appropriate representatives of departments, agencies and organizations that will be involved in the after-action review process. The meeting will include several stakeholder groups.	How many individuals are anticipated to attend the Stakeholder Kickoff meeting for each AAR/IP?	Unknown.
56.	Attachment A: SOW.V, pg. 23: The vendor shall conduct an in-person Stakeholder Kickoff Meeting with appropriate representatives of departments, agencies and organizations that will be involved in the after action	Does the State have Stakeholders identified for each AAR/IP?	See page 28 of the RFP.

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	review process. The meeting will include several stakeholder groups.		
57.	Attachment A: SOW.V, pg. 23-27	Several deliverables are marked for electronic delivery. Should offerors assume that items not marked for electronic delivery should be provided as hard copies (i.e., pg. 26-27 indicates that the AAR outline and Draft 1 are delivered electronically, but that designation is not included for Draft 2, Draft 3, and the Final Draft AAR)?	No. All deliverables may be submitted electronically.
58.	Attachment A: SOW.V, pg. 23-27	For deliverables provided as hard copies, how many hard copies should we provide?	Deliverables may be submitted electronically, however, for the AAR and IP, three hard copies are preferred in addition to an electronic version.
59.	Attachment A: SOW.V, pg. 23-27	The only meetings specifically designated to be in person appear to be the Stakeholder Kickoff Meeting, and an option for interviews to be conducted in person or virtually. Does the State want additional meetings, interviews, presentations conducted in person?	Preferred for hotwash and AAR.
60.	Attachment C: Fee Schedule	Should offerors include pricing for the AARs/IPs as cumulative totals for each phase or should we provide separate prices for each AAR/IP?	Cumulative totals.
61.	Attachment C: Fee Schedule	May the offerors include additional narrative for the fee schedule?	No. Fee schedule (Attachment C) - all pricing must be submitted on the fee schedule. Failure to complete and/or sign the fee schedule may result in Vendor being determined non-responsive. Modification or addition to any portion of the Attachment may be cause for rejection of the proposal.
62.	General Instructions, Section 1 – Background, Authority, and Purpose &	On page 2 of the RFP, it states the contractor will “prepare two (2) comprehensive COVID-19 Response After Action Reports (AAR) and Improvement Plans	Two reports are required. The vendor should outline in the Detailed Service Plan their approach to

	IFB Section, Page	Question	Answer
	Page 27, Attachment A Scope of Work, D. Phase IV: Presentation of Final AAR/IP, Page 2	(IP).” However, on page 27, under Phase IV Anticipated Deliverables it states, “FINAL AAR/IP.” Please clarify if the Department wants one or two reports. If the Department wants two AAR/IPs, does the Department foresee the selected contractor going through the four project phases mentioned throughout pages 23-27 twice during project execution?	accomplishing the four phases outlined on pages 23-27 for each AAR/IP.
63.	5.3 Analysis Phase, Page 5	Section 5.3 Analysis Phase includes subsection A. Project Management Plan, Project Team, and Project Certifications/Expertise. Please clarify which corresponding tabs (2-7) this information should be included in Section II. Management.	Tab 2; (See Pages 5-6 and 9-10 of RFP)
64.	5.3 Analysis Phase, B. Project Team, Page 6	Page 6 of the RFP states, “Vendors must also provide a narrative description of the organization of the project team and a personnel roster that identifies lines of authority.” Are Vendors permitted to provide an organizational chart instead of a personnel roster to identify lines of authority?	Yes, as long as it meets the requirements of the RFP.
65.	5.3 Analysis Phase, C. Project Certifications/Expertise, Page 6	Page 6 of the RFP states, “The Vendor must also indicate which, of the following National Incident Management System Core Curriculum Courses (https://training.fema.gov/nims/), each of the proposed team members are certified in.” Please confirm inclusion of training certificates/other certificates are exempt from the 20-page restriction.	Certification documentation is not included in the 20-page limit.
66.	Section 6 – Minimum Vendor Qualifications, Page 7	According to the RFP, Vendors must include information for Required Certification, Accreditation, and/or Licenses and C Project Certifications/Expertise. Please confirm this information can be included in Tab 5 - Résumés for Key Staff.	Yes
67.	General Instructions, Section 7 – Proposal	According to the RFP structure detailed on Page 9 under Section II: Management, Tab 3 must include the items listed in Section 6 – Minimum Vendor	Under Tab 3, vendors should respond by restating each minimum Vendor requirement and document how your

	IFB Section, Page	Question	Answer
	Submission Requirements, Page 9	Qualifications. This section includes the following subsections: Financial Stability or Solvency and References. These items are also requested in Tab 4 – References (Attachment D) and Tab 9 – Financial Statements. Please clarify if these items should be included in both the corresponding tab and Tab 3 or just Tab 4 and Tab 9.	company meets these minimum criteria.
68.	General Instructions, Section 7 – Proposal Submission Requirements, Page 9	The RFP states, “The proposal shall consist of three (3) separate sections: technical, cost, and management.” Please confirm Vendors must submit one proposal with three separate sections and not three separate volumes.	Yes
69.	General Instructions, Section 7 – Proposal Submission Requirements, Page 9	The RFP states, “The proposal shall consist of three (3) separate sections: technical, cost, and management.” However, the structure of the proposal according to page 9 indicates the management section follows the technical section. Please confirm this is accurate.	Yes
70.	General Instructions, Section 7 – Proposal Submission Requirements, Page 9	Please confirm headers/footers, charts/tables, graphics, attachments, and resumes are exempt from the font and margin restrictions.	Appendices, as well as samples and templates required of the proposal need not comply with font and margin restriction. Proposals shall not exceed 20 pages total.
71.	General Instructions, Section 7 – Proposal Submission Requirements, Page 9	Please confirm the 20-page restriction does not include dividers for tabs, graphical covers (front/back), resumes, TOC, attachments, signed addenda, and financial statements (which are approximately 20 pages per fiscal year).	Attachment A (page 20) - No Attachment B (page 31) - Yes Attachment C (page 33) - No Attachment D (page 35) - No Attachment E (page 37) - Not required Attachment F (page 38) - Not required Resumes- No. However, limit resume submission to no more than Key Staff-Members. Each 1 page (front and back)) Tab 1 (page 9) - Yes Tab 2 (page 9) - Yes

	IFB Section, Page	Question	Answer
			Tab 3 (page 10) - Yes Tab 4 (page 10) - No Tab 5 (page 10) -No Tab 6 (page 10) - Yes Tab 7 (page 10) - No Tab 8 (page 11) - No Tab 9 (page 11) - No
72.	General Instructions, Section 7 – Proposal Submission Requirements, Page 9	Is there an incumbent for this contract?	No
73.	General Instructions, Section II Management, Tab 2, Page 9	The RFP states, “Proposal Cover Sheet (Attachment A)”. Please confirm Attachment B is the Proposal Cover Sheet.	Yes
74.	General Instructions, Section II Management, Tab 4, Page 10	Can Vendors submit letters of references included in Attachment D in case they can’t be contacted within the 2-day contact period?	Vendor may submit as many references as desired by submitting additional copies of Attachment D, References, as deemed necessary. Agency staff must be able to contact two references within two (2) business days of the proposal opening to be considered responsive.
75.	7.2 Submission Requirements, Page 11	The Department requests “7.2.1 One (1) signed original proposal package and an electronic copy (on CD, DVD or flash drive) of its proposal package submitted in a sealed envelope or package to the place identified for receipt of proposals no later than the time and date specified for receipt of proposals.” Item a beneath this statement requests, “a. One (1) electronic copy of the complete proposal including all attachments in a searchable Microsoft Office® format, preferably in Word® or PDF®.” Please confirm	Yes.

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		Vendors should submit one original, one electronic, one blind electronic copy, and one redacted copy.	
76.	General Instructions, Section 7.2.1 – Submission Requirements, Page 11	The RFP states, “One (1) signed original proposal package and an electronic copy (on CD, DVD or flash drive) of its proposal package submitted in a sealed envelope or package to the place identified for receipt of proposals no later than the time and date specified for receipt of proposals.” Please confirm the Department accepts electronic signatures via DocuSign.	Yes.
77.	General Instructions, Section II Management, Tab 9, Page 11	Attachment B includes a line item titled “Proposal By.” Please confirm this line should be the signatory of the form’s name.	Yes.
78.	Attachment A, Scope of Work. Page 20	Please confirm Vendors do not need to include Attachment A in their proposal submission. If it is required, please confirm this form is exempt from the 20-page restriction.	Attachment A, Scope of Work, may be referenced; however, vendor must provide a clear and concise plan of action to achieve the expected outcomes/results of the Scope of Work attached as Attachment A
79.	Attachment B, Proposal Cover Sheet, Page 31	Attachment B requires Vendors to provide the name, title, phone number, and email address of a Company Representative to be contacted by Agency. Please confirm if this point of contact should be a contractual or technical point of contact.	Contact should be available to answer any questions regarding vendor submission. Attachment C must be signed by a representative with authority to legally bind the company.
80.	Attachment B, Proposal Cover Sheet, Page 31	Attachment B does not include any fillable areas to respond to questions 1-12. Please confirm Vendors are permitted to alter the form to provide a response to these questions.	Please refer to Tab 2 on page 9-10.
81.	Attachment B, Proposal Cover Sheet, Page 31	Please confirm if Vendors are permitted to make responses to questions 1-12 in alignment with their proposal template format.	Please refer to Tab 2 on page 9-10.
82.	Attachment D, References, Page 35	Attachment D states, the “Vendor may submit as many references as desired by submitting as many additional copies of Attachment C, References, as deemed	Confirmed.

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		necessary.” Please confirm this is a clerical error and Attachment D is for references.	
83.	Attachment E, References Score Sheet, Page 37	Please confirm Attachment E is not required with Vendors’ proposals submission as it is to be completed by agency staff. If it is required, please confirm this form is exempt from the 20-page restriction.	Confirmed. Attachment E is for Agency use and does not need to be returned by the Vendor.
84.	Attachment F, Mississippi State Department of Health Contract for Professional Services, Page 38	Please confirm Attachment F is not required with Vendors’ proposals submission. If it is required, please confirm this form is exempt from the 20-page restriction.	Confirmed. Attachment F is for Vendor’s review and consideration and does not need to be returned with the Vendor’s proposal. It is an attachment to the RFP and is exempt from 20-page restriction.
85.	N/A	Please confirm if Respondents are permitted to include a cover letter in Section I: Technical prior to Tab 1: Detailed Service Plan. If so, please confirm this is exempt from the 20-page restriction.	Vendors are not required to submit a cover letter. However, if one is submitted as a part of the proposal, it will be counted toward the page limit. The technical section should be submitted Blind.
86.	N/A	Are 11 by 17 foldouts permitted to include in proposal responses for graphical elements (such as organizational charts, staffing patterns, timelines, etc.) If so, do fold-outs count as one or two pages?	No. Proposals must be typewritten on 8.5” x 11” paper (charts or graphs may be provide on legal-sized paper) using Times New Roman font type, font size 12, with standard half-inch margins. Appendices, as well as samples and templates required of the proposal need not comply with font and margin restriction.
87.	N/A	Are offerors allowed to submit a cover letter with proposal responses? And if so, will it be included in the page limit?	Vendors are not required to submit a cover letter. However, if one is submitted as a part of the proposal, it will be counted toward the page limit.
88.	N/A	Please clarify if there is an NTE for this project, and if so what is the NTE for this project?	The budget is currently set at \$300,000.00.

	IFB Section, Page	Question	Answer
89.	RFP Section 7, page 10	The requirement for “Tab 2 – Proposal Cover Sheet” states that offerors are required to repeat each question followed by our response. In doing so, this will take up a large amount of space. Will you consider not requiring offerors to repeat each question, and if not, will this tab be included in the 20 page limit?	Vendors should repeat the question and provide a response in the Proposal Cover Sheet, Attachment B. Yes, it will count toward the page limit.
90.	N/A	Please specify what tab offerors are to provide references in. The solicitation asks for references with the “Proposal Cover Sheet”, as well as Tabs 3 and 4.	References should be provided in Tab 4.
91.	RFP Section 7, page 10	Please clarify if only references provided in tab 4 will be contacted or will POCs for all projects provided in proposal responses be contacted. The RFP implies that references provided in tabs 3 and 4 will be contacted, and whilst we can list our work for our clients in our response, some of our clients are unable to serve as references due to internal policies.	References submitted in Attachment D will be contacted. The agency reserves the right to contact other references provided in response to this RFP.
92.	RFP Section 6, page 8	The solicitation states that offerors are required to provide a certification of completion for the E/K/L0146 and ISO130 courses. Will those certificates be considered outside of the 20-page limit?	Certification documentation is not included in the 20-page limit.
93.	RFP Section 6, page 8	The solicitation states that offerors are required to provide independently audited financial statements as well as financial statements for the preceding three (3) years. Please specify if these financial statements will be considered outside of the 20-page limit as they will occupy many pages.	Financial statements are not included in the 20-page limit.
94.	RFP Section 7, page 10	Will MDH disclose who will be reaching out to the references provided in proposal responses so we can inform our clients in advance?	No. MSDH staff will check references and will identify themselves as Mississippi State Department of Health staff.
95.	RFP Section 7, page 10	Tab 5 – Resumes for Key Staff requires offerors to provide resumes for personnel. Will resumes be considered outside of the 20-page limit.	Resumes for key personnel are not included in the 20-page limit. However, vendors should limit resume

	IFB Section, Page	Question	Answer
			submission to no more than the Key Staff- Members. Each resume should be 1 page (front and back))
96.	RFP Section 5, page 6	Page 6 of the solicitation states that for each person who will work on the contract offerors must provide a resume summary. Please specify if you'd prefer offerors to submit resume summaries (personnel bios) as opposed to full bios, which were required as part of Tab 5.	Vendors must provide a narrative description of the organization of the project team and a personnel roster that identifies lines of authority. For each person who will work on the contract, submit a resume summary (page 6). For key vendor staff assigned to project, submit a complete resume. (Page 10)
97.	RFP Section 7, page 11	Please clarify if offerors should provide one fee schedule to cover both project components (the internal AAR and the statewide AAR) or if offerors should submit two separate fee schedules (one for the internal AAR and one for the statewide AAR).	One fee schedule should be submitted for entire project.
98.	RFP Section 7, page 11	Tab 9 requires offerors to provide financial statements, however Tab 3 also requires offerors to provide financial statements. Please clarify where you'd like offerors to provide financial statements.	Financial statements may be referenced in Tab 3 and physically placed in Tab 9.
99.	Attachment A, Scope of Work, Page 20	For the internal MSDH AAR, please specify how many hotwashes were conducted and how many additional interviews/hotwashes will need to be conducted?	MSDH conducted ten hotwashes with approximately 500 respondents. Vendors should include the number of AAMs (After Action Meeting) necessary to accomplish their proposed interview plan for responding agencies.
100.	Attachment A, Scope of Work, Page 21	For the statewide AAR please specify how many agency/department/community partners will need to participate in the process? How many interviews/hotwashes will need to be conducted?	List of partners can be found on page 28 of RFP. Vendors should include the number of AAMs (After Action Meeting) necessary to accomplish their

	IFB Section, Page	Question	Answer
			proposed interview plan for responding agencies.
101.	N/A	Please clarify if hotwashes/interviews be conducted in person, virtually or a combination of both?	MSDH would prefer to have the Stakeholder Kickoff Meeting be held in person, however, a virtual meeting is an acceptable option. All other hotwashes and interviews may be conducted in person, virtually, or a combination of both.
102.	Section 1, Page 2	What is the Department's budget for these projects?	The budget is currently set at \$300,000.00.
103.	Attachment C FEE SCHEDULE – Page 36 <i>“The pricing quoted shall be all inclusive. Pricing should be inclusive of, but not limited to, all required equipment/material(s), required insurance, bond, or other surety, overhead/profit, applicable taxes, vehicles, fuel and mileage, travel, labor and supervision, training, required business and professional certifications, licenses, permits, or fees and any and all other direct or indirect costs, incurred or to be incurred.”</i>	Will MSDH agree to separating out expenses as required by FEMA for reimbursement?	No.

	IFB Section, Page	Question	Answer
104.	ATTACHMENT C: ACKNOWLEDGEMENTS AND SPECIAL TERMS – Page 56 “[Insert any additional terms and conditions that might apply to this agreement.]”	Please clarify whether this statement applies to MSDH or is intended for Contractor? If it applies to Contractor, it contradicts what is stated in Section 15 –Contract, Terms and Conditions.	MSDH will add language as necessary as indicated in the highlighted section.
105.	General	Can MSDH confirm they are looking for two individual products? (One that is internal to the MSDH COVID response and the second for the Statewide response)	Yes
106.	General	Is there an estimated number of stakeholders/agencies that will be included in the interview/survey process?	See page 28 of RFP.
107.	Sect 1 (Term)	Is funding designated and available, and if so what is the not to exceed amount?	MSDH currently has \$300,000.00 allocated for this project.
108.	Sect 7.1, pg. 9	Is the page count of 20 pages inclusive of all three sections of the proposal (technical, managerial, and cost, or simply the technical section??	Attachment A (page 20) - No Attachment B (page 31) - Yes Attachment C (page 33) - No Attachment D (page 35) - No Attachment E (page 37) - Not required Attachment F (page 38) - Not required Resumes- No. However, limit resume submission to no more than Key Staff-Members. Each 1 page (front and back)) Tab 1 (page 9) - Yes Tab 2 (page 9) - Yes Tab 3 (page 10) - Yes Tab 4 (page 10) - No Tab 5 (page 10) -No Tab 6 (page 10) - Yes Tab 7 (page 10) - No

	IFB Section, Page	Question	Answer
			Tab 8 (page 11) - No Tab 9 (page 11) - No
109.	Sect 7.2.1 sub para b, pg. 11	Regarding submission requirements, please clarify this paragraph. It implies that all documents in this copy are BLIND. Is that the intent? Should all forms be filled out BLIND in this copy?	The Vendor is responsible for ensuring that the “blind” copy shall have no identifying information, specifically within the technical proposal.

Please review, sign, and submit this Amendment with your proposal by the submission date.

Name

Title

Date