



FROM: OFFICE OF PROCUREMENT
EMAIL: PROCUREMENT@WFP.MS.GOV |
601.432.2154

TO: PROSPECTIVE BIDDERS

SOLICITATION NUMBER: RFP #3160006195

SOLICITATION DESCRIPTION: Electronic Document Management System

SOLICITATION OPENING DATE AND TIME: November 9, 2023, 2:00 P.M. CST

ADDENDUM NUMBER: 2

ADDENDUM DATE: November 30, 2023

This solicitation addendum modifies the original bid documents advertised on October 3 and 10, 2023 and consists of a change to Important Dates.

The timeline changes are to allow for adequate time for evaluations due to the quantities of responses received.

The eight-page labeled as page 7 and the thirteenth-page labeled page 12 have been replaced with a single-pages.

1.3 Important Dates

Issue Date <ul style="list-style-type: none">• First Date of Advertisement• Second Date of Advertisement	October 3, 2023 October 10, 2023
Deadline to Submit Questions	October 19, 2023; 2:00 p.m., CT
Responses to Questions Post Date	October 27, 2023; 2:00 p.m., CT
Required Letter of Intent Deadline	October 31, 2023; 2:00 p.m., CT
Proposal Submission Deadline Date and Time	November 9, 2023, 2:00 p.m., CT
Notice of Intent to Award Contingent on Contract Process	December 7, 2023 January 31, 2024 End of Day
Begin Contract Process	December 11, 2023 February 1, 2024
Contract Approvals and Executed Contingent on MDWFP Executive Approvals	January 19, 2024 February 29, 2024
Implementation	TBD

NOTE: Adjustments to the schedule may be made as deemed necessary by the Office of Procurement.

1.1 Questions and Answers

Offerors should download the “Question and Answer” template from MDWFP website at <https://www.mdwfp.com/> under the “Bid Opportunities” section. Questions must be submitted on the referenced template and should be submitted via email to Bill.Brinkley@wfp.ms.gov with a subject line: “Questions – Electronic Document Management System (RFP 3160006195)”. Questions must be received no later than **2:00 PM CT, on October 19, 2023**, to ensure a response by MDWFP. Responses to questions will be posted to the MDWFP website at <https://www.mdwfp.com/> under the “Bid Opportunities” section as an amendment to the RFP on **October 27, 2023**. Questions received after **October 19, 2023** may be considered for response, although there is no guarantee as to if or when a response will be provided. It is the Offeror’s sole responsibility to regularly monitor the website for amendments and/or announcements concerning this RFP under the “Bid Opportunities” section as an amendment to the RFP on **October 27, 2023**.

1.2 Acknowledgment of Amendments

MDWFP reserves the right to amend this RFP at any time. Should an amendment to the RFP be issued, it will be posted to the MDWFP website at <https://www.mdwfp.com/> under the “Bid Opportunities” section. **Offerors must acknowledge receipt of any amendment to the RFP by signing and returning the amendment. The acknowledgment must be included in the proposal submission.** Please monitor the website for amendments to the RFP. MDWFP responses to questions will be treated as amendments to the RFP and will require acknowledgment.

2.1.1 Weight

The Compliance Phase of the evaluation is considered pass/fail.

a) Product Demo (25 points)

- i. Offerors may be required to demo specific processes and functions at request of MDWFP staff. MDWFP plans to schedule demos with Offerors meeting the Acceptance of Proposals requirements. (Section 2 – 2.8.1).
- ii. Offerors will be provided the specific demo request in advance of the scheduled date/time. The demo may not include sales or marketing material or topics outside the specific request.
- iii. The scheduled Proposal Due Date is November 9, 2023. Offerors should be prepared for a remote demo as early as November 15, 2023 and through the ~~end of November~~, January 13, 2024, excluding November 22, 23, and 24, 2023.

b) Technical Phase (20 points)

- iv. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
- v. Is the proposal complete and responsive to the specific request for proposals?
- vi. Are the proposed technical approach and methodologies for accomplishing the objectives identified and adequate?
- vii. Is the past performance of the proposed methodologies documented?

c) Management Phase (10 points)

- viii. Documentation to support the availability of staff with the appropriate expertise
- ix. Proposal shall include detailed description of the demonstrated and documented experience for all staff proposed, including the proposed key personnel (Project Manager). The proposed staffing plan should include proposed staff, their roles, and responsibilities
- x. Documentation to support the experience of the organization with similar projects of this scope and magnitude.
- xi. Does the Offeror demonstrate a track record of service evidenced by on-time, on-budget, and contract compliance performance?

d) Workload and Timeline (5 points)

How well does the organizations anticipated workload and proposed timeline meet the MDWFP desired project deadline including start and completion dates?

EXECUTE ADDENDUM:

BIDDER: _____

AUTHORIZED SIGNATURE: _____

NAME AND TITLED (TYPED): _____

DATE: _____