

RFP No. CSELS2016
MDHS Responses to Questions
July 25, 2016

- 1. Please provide a list of current MDHS employee positions in the 65 counties performing the child support enforcement legal services, including number of people in each position, salary or salary range, and in what office they are located.**

See attachment 1.

- 2. Will the State continue sending mail generated through METSS from the Central Office with no cost to the Vendor?**

MDHS reserves the right to discuss access and use of METSS during contract negotiations.

- 3. Will the State make Cognos or access to Cognos available to Vendor?**

MDHS reserves the right to discuss access and use of Cognos during contract negotiations.

- 4. Who is responsible, the vendor or DHS for the fees associated with each of the following:**

- a. **Service of Process-** Vendor
- b. **Filing fees to the court-** see below
- c. **Any court assessed fees for court reporters, bailiffs, etc-** see below
- d. **Genetic testing-** MDHS
- e. **Certified copies of birth certificates-** Vendor

MDHS reserves the right to address any of these fees during contract negotiations.

- 5. For the fee categories to be paid by the Vendor, will the Vendor be responsible for the fees for any services initiated or requested by MDHS prior to the contract start date? For example, if MDHS requested genetic testing before the start date of the contract, but genetic testing is completed after the start date.**

No. MDHS will pay for any service initiated prior to the Contract start date.

- 6. What has been the total cost of service of process for MDHS for the counties covered by the RFP for the past 3 years, or in the alternative, for all 82 counties?**

\$3,481,702 for all 82 counties.

- 7. If Service of Process or other fees are reimbursed by an NCP pursuant to a court order, will MDHS or the Vendor be entitled to those fees paid by the NCP?**

Service of process fees and birth certificate fees will be paid by the Vendor. All other fees will be addressed during contract negotiations.

- 8. Can you make available the audits for the past 3 years?**

MDHS cannot make available the audits for the past 3 years. MDHS is currently not under corrective action, nor were any major deficiencies identified in the most recent audits. However, we can answer specific questions during contract negotiations to relevant, non-confidential questions.

- 9. Will MDHS allow the Vendor to use current MDHS space and equipment during an agreed transition period in order to avoid risks, lessen disruption and to allow for a staged transition? If so, is there currently a required schedule to vacate current offices?**

Yes. The Vendor will be allowed to use current MDHS office space and equipment during the transition period. A reasonable schedule to vacate MDHS offices will be determined during contract negotiations.

- 10. Is it correct that the vendor shall not have an attorney client relationship with the CP and NCP?**

Yes.

- 11. The RFP defines "Vendor" as "A legally qualified corporation, partnership, sole proprietor, or other legal entity qualified to practice law in Mississippi submitting a proposal to MDHS pursuant to this RFP." Is it correct that all vendors submitting a bid must be qualified to practice law in the State of Mississippi?**

Yes. Vendors submitting proposals must have members or employees licensed to practice law in Mississippi before the contract start date. All attorneys must be licensed to practice law in Mississippi.

12. Section 1.3 states that the Vendor “will assume liability for federal or State penalties due to Contractor performance issues...” What penalties can be imposed on the Vendor under federal law and state law? Also, list all federal penalties imposed on MDHS for performance in the past 3 years.

Vendor will assume all liability for meeting paternity, timeliness and any other required measures. MDHS has not been cited for any performance issues in the last 3 years.

13. It appears that the order of topics to be covered in the Vendor’s response is different in Exhibit H (1-10) and Section III. Would MDHS prefer us to use the order in Exhibit H and reference the sections in Section III to assure all areas are covered. If not, what order of topics would MDHS prefer, those in Exhibit H or those in Section III?

Follow the order of Section III when responding to the RFP. Exhibit H is designed to be a guide for number of pages per section. If the guidelines in Exhibit H are not strictly followed, the Vendor will not be penalized.

14. RFP Section 3.2.4, sub-paragraph 2), requires that the Vendor’s Transition Plan contain the requirements found in Section 5.4.24.3 of the RFP. This section appears to be missing. Please clarify.

See amended RFP.

15. The RFP states the period of performance is 3 years, but there is no mention of options to renew. Will MDHS consider adding option(s) for 2 additional years so that Vendors can better spread their capital cost over a longer period of time in order to keep their bids at a lower cost?

See amended RFP.

16. Will Vendor be subject to interagency fees to other State agencies that MDHS is presently exempt (e.g., MEC)?

Yes.

17. The RFP requires employees to be pre-screened prior to employment. Can the Vendor hire current MDHS staff currently performing the functions covered by the RFP without doing screening since they are already employed by MDHS? If not, can the Vendor employ current MDHS staff on the condition that the screening be done as quickly as practical after being employed by the Vendor?

Current employees of MDHS do not have to be screened. Any new hires after the contract start date must comply with the screening requirements. Background checks of current employees will need to follow the final guidelines of Publication 1075.

18. What are the State's expectations for mandatory training each year?

The state expects Vendor's employees to be adequately trained to fully perform the duties required under each employees' title. For example, attorneys must receive the required number of CLE hours to maintain their licensure with the Mississippi Bar. Child support enforcement workers should be trained regarding updates to federal and state laws.

19. Would MDHS clarify the Evaluation factors table and what RFP sections correspond to each criterion?

The state has amended the criterion table. Please see amended Request for Proposal.

20. Given that the proposal can be no more than 250 pages in length, are the page count limits *suggestions* for each detailed subsection, or is it the total page count for each major section required?

The page count limits are suggestions for each detailed subsection.

21. Do appendices count against the 250-page limit?

No, but the state would ask that vendors try to adhere as closely as possible to the 250-page limit.

22. Is the Vendor limited to 10 Key Personnel?

No.

23. Panola County is missing from the list of counties in Exhibit I. Can you provide numbers for Panola County?

See amended RFP Exhibit I.

MDHS reserves the right to amend these responses if MDHS determines the change will be in the best interests of MDHS.