The MDE held a Pre-proposal Conference on May 20, 2022. The recording may be found here.

MS Federal TA & Support RFP PowerPoint

1. Does MS DOE currently have a grant monitoring program in place for any of the funds outlined in the RFP?

   This question is beyond the scope of services for this solicitation.

2. Has MS DOE started any monitoring of ESSER I funds?

   This question is beyond the scope of services for this solicitation.

3. Does MS DOE have a strategic plan in place to obligate any remaining funds prior to the September 30, 2022 deadline?

   This question is beyond the scope of services for this solicitation.

4. Could MS DOE provide a blank copy of your ESSER I, II and III program applications?

   This question is beyond the scope of services for this solicitation.

5. Does MS DOE have a current process for capital outlay approvals, if applicable?

   This question is beyond the scope of services for this solicitation.

6. How many meetings does MS DOE expect the team to attend monthly?

   The successful vendor must provide MDE technical support services on an as-needed basis. (i.e., when MDE has questions regarding fiscal/program grants management, the successful vendor should be readily available to respond via email, phone calls, or virtual or face-to-face meetings as deemed appropriate).

7. What is MS DOE’s annual estimate for the awarded team to be on site for meetings?
The MDE cannot project this as this is an as-needed basis contract for the technical support services.

8. Does MS DOE have a dedicated team to work with the firm?

The successful vendor will work through the Office of Grants Management but will work closely with each executive director of the various federal grant program offices to provide guidance and support surrounding the programs that are mentioned in Section 2.1 of this RFP.

9. Should the scope of services also include:
   a. Documenting the current procedures designed to assess the controls over contract compliance?
   b. Providing an informal summary of recommendations for gaps between the compliance requirements and current procedures, as applicable?
   c. Documenting methodologies used by management regarding the monitoring requirements of the Uniform Guidance?

No. The scope of services outlined in the solicitation in Section 2 is the requirements of this current RFP.

10. Does MS DOE currently have readily accessible data for all its current programs under the different funding sources?

For this solicitation, should the successful vendor need more information from the MDE in order to provide responses and the required technical assistance, the federally funded program offices will be able to provide information that is readily available to the successful vendor.

11. Does MS DOE currently have a mechanism to house all funding received to date and the allocations made, amounts, deadlines, reporting requirements, etc.?

This question is beyond the scope of services for this solicitation.

12. Your FY22 budget shows that MS DOE has 100% of its ESSER III applications received and that 38% of them have been approved. Does the MS DOE still have the remaining 62% to be reviewed and approved? Would this be included within the scope of services?

This question is beyond the scope of services for this solicitation.

13. Does MS DOE have a current process for reviewing all applications?

This question is beyond the scope of services for this solicitation.
14. What was the last fiscal year a Single Audit was completed? Were there any significant findings that cause concern that you would be interested in having additional services quoted?

This question is beyond the scope of services for this solicitation.

15. Section 4.1.a seems to ask for client information (contact info), then the references are mentioned again in Section 4.1.d. Can you clarify how many references you would like included? Or can you help us understand the difference between the Section 4a and d?

Section 4.1.d references the offeror to review Section 3 of the RFP. This section requests the Offeror to provide a minimum of three (3) clients. Please review this section to ensure that the types of clients and proper information is provided.

16. Are we to use Appendix C to provide reference information or should we simply use the format provided in Appendix C, and adjust it to match our document style?

Appendix C provides all the components as stated in Section 3 of the RFP. It is up to the Offeror to determine whether to utilize the exact style or not. But it is important to ensure that all components meet the requirements of Section 3 of the RFP.

17. Do you have a page limit for this proposal?

Section 5 provides the only limit on pages to Tab 7 – Any additional relevant information (not to exceed five (5) pages). The other tabs in the notebook/file do not have page limits.

18. Section 4.1 also states “for each client, please specify”, then lists a-e. But some of the information required appears to be about the vendor (us) rather than our clients. Can you please clarify what is required in this section?

This section of the proposal should read:

Section 4. MINIMUM QUALIFICATIONS
The following minimum qualifications are mandatory. If, in the opinion of the MDE, the Offeror fails to prove that the proposing company meets any of these minimum qualifications, the proposal will be disqualified from further evaluation. It is the responsibility of the Offeror to submit a complete proposal on or before the submission deadline.
1. The Offeror must provide sufficient client detail to demonstrate it has significant experience in working with programs similar to scope of this solicitation. For each client, please specify the client’s name, include contact person, title, location address, e-mail address, and phone number for the place of performance of the contract.

2. The Offeror must provide:
   a. The age of the Offeror’s business and average number of employees for the past five (5) years,
   b. The abilities, qualifications, and experiences of all persons who would be assigned to provide required services,
   c. The required references as noted in Section 3 – References, and
   d. The Offeror must provide a detailed plan describing how the scope of services will be planned, implemented, and achieved.

3. The Vendor shall provide all services directly related to this contract from an office(s) located in the United States. Indicate your agreement with this requirement and identify any locations outside the State of Mississippi in which you propose to provide the services described in this solicitation.

4. Include in your responses the total number of years and the company’s service experience.

5. If federal funds are allocated for payment, Offeror must verify its business is not debarred.

6. Awarded vendor must agree to secure a performance bond for 100% of the awarded fiscal year contract amount or the total value of a multiple year contract for services. The performance bond shall not be waived or negotiated.

COMPONENT 3 – COST DATA, c. Tab 5 – Price see above. Can you clarify that the “see above” is referring to the following from page 5 of the RFP?

2.3 Cost Data - The vendor should provide an all-inclusive hourly rate that will take into consideration cost of services, travel, materials, etc. Price - Because of the scope of this project, we believe it should be possible for different Offerors to arrive at vastly differing estimates of resources required. The highest score is assigned to the lowest cost proposed budget/price. All other Offeror’s scores will be based upon a budget formula approved by the State.

Yes, it is referring to 2.3 Cost Data and Price descriptions outlined in Section 2 of the Proposal.
20. What type of “additional data” is to be included in Tab 7 of the proposal response (see page 11 of the RFP)? Can you provide examples of the type of data to which you are referring?

The Offeror may provide any additional information that would help the evaluation team in review of the management factors outlined in Section 2 of the RFP.

21. Is this a single award or multiple award contract?

In accordance with Section 1 of this RFP, the contract will be awarded for an initial project period to include optional renewal terms not to exceed five (5) years. The contract is awarded at the discretion of the State Board of Education (SBE). Renewal of contract for four (4) optional years will be determined annually and shall be contingent upon successful completion of the services in the preceding year’s contract, availability of funding, and a performance-based evaluation.