Title: OTSS Process Maturity Documentation and Systems Design

RFP Number: 3120001840

Evaluation Dates: December 10-11, 2019

The names of the members of the evaluation committee shall not be publicly disclosed until their evaluation report as required under Section 3-203.16 is published (48 hours prior to the award). Where evaluation committee members are not public employees, those members' names, educational and professional qualifications, and practical experience, that were the basis for the appointment, shall be made available to the public.

EVALUATOR NAME(S) AND PROFESSIONAL TITLE(S)

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie Sampsell</td>
<td>Director, Assessment</td>
<td>Mississippi Dept. of Education</td>
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<td>Cory Murphy</td>
<td>Director, Teaching and Leading</td>
<td>Mississippi Dept. of Education</td>
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<tr>
<td>Marla Davis</td>
<td>Director, Secondary Curriculum and Instruction</td>
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<td>Sarita Donaldson</td>
<td>Director, Core School Applications</td>
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<tr>
<td>Deborah Donovan</td>
<td>Director, Data Analysis and Reporting</td>
<td>Mississippi Dept. of Education</td>
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AWARDED VENDOR REPORT

The submission of this report is in partial fulfillment of the transparency requirement as set forth by the Public Procurement Review Board in Section 3-204.04 of the Office of Personal Service Contract Review Rules and Regulations. On December 10-11, 2019, we evaluated proposals for the Mississippi Department of Education, Office of Technology and Strategic Services (OTSS) for the OTSS Process Maturity Documentation and Systems Design. The following potential offerors submitted proposals for evaluation:

- ESP Solutions Group
- UPD Consulting
- Microsoft

The award recommendation decision was based on information provided in each proposal. The information below supports our decision for this recommendation. Our comments on the strengths and weaknesses were expounded upon in the individual rubrics. After thorough evaluation and great consideration, we recommend that UPD Consulting be awarded the contract for the OTSS Process Maturity Documentation and Systems Design RFP Number 3120001840.
AWARDED VENDOR

Vendor Name: UPD Consulting

- Overall very detailed and informative
- Covered most aspects required by the RFP
- Evidence of past performance of similar work
- Personnel is highly qualified and experienced

Below are additional strengths, provided by rubric areas, that resulted in UPD Consulting being chosen.

Technical Factors:
- Clearly demonstrated relevant experience and expertise
- Clearly demonstrated relevant understanding of issues, challenges, benefits of this work
- Addressed all aspects of the proposal, overall scope of work explained well
- Great, detailed explanation of nine key processes and each deliverable
- Timelines mostly appropriate, with some underestimating time/resources needed
- Vendor understands the limitations, culture, financial restrictions of a SEA
- Realistic engagement activities and timelines for internal and external players

Management Factors:
- Lead org clearly defined with relevant experience
- Resumes reflected sufficient qualifications

Cost:
- Budget
NON-AWARDED VENDORS

Vendor Name: ESP Solutions Group  Total Score: 60.8

- Overall description was very detailed and informative
- Covered many aspects required by the RFP
- Personnel is highly qualified and experienced

The following reason was also given as one of the overall reasons’ ESP Solutions Group was not chosen:

- The proposal did not fully explain how deliverables would be met and how the vendor would work with the OTSS staff to achieve the goals of the project.

Below are additional weaknesses, provided by rubric areas, that resulted in ESP Solutions Group not being chosen.

Technical Factors:
- Plan for achieving deliverable unclear, lacking details
- Plan inadequately details nine key performance areas
- Discrepancies among timelines, timelines not always realistic
- Lacking precise plan for how vendor will work with MDE/OTSS staff
- Plan more definitional; unclear how vendor will help OTSS achieve its goals
- Description for how vendor would work with stakeholders was weak

Cost:
- Budget

________________________________________

Vendor Name: Microsoft  Total Score: N/A

Evaluators were not able to score the Microsoft proposal after identifying information was discovered in the technical section. The vendor was notified of the disqualification by certified mail dated December 11, 2019.