

# DEPARTMENT OF MENTAL HEALTH

State of Mississippi

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Jackson, Mississippi 39201



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Diana S. Mikula - Executive Director

March 19, 2020

## DEPARTMENT OF MENTAL HEALTH

### AMENDMENT #3

**IFB#: 3160003487**

for

### **Inventory for Client and Agency Planning (ICAP) Administrative Services for the MS Department of Mental Health**

Dear Prospective Bidders:

Reference is made to our Invitation for Bid #3160003487 for Inventory for Client and Agency Planning (ICAP) Administrative Services for the MS Department of Mental Health dated February 27, 2020. This letter will serve to acknowledge that the IFB is amended to include the highlighted changes to section 1.1 Bid Acceptance Period. All other terms, conditions, and specifications of this solicitation remain unchanged.

#### **1.1 Bid Acceptance Period**

The original and 3 copies of the bid form, 4 copies total, shall be signed and submitted in a sealed envelope or package to the MS Department of Mental Health (DMH), 239 North Lamar St., Jackson, MS 39201 no later than the time and date specified for receipt of bids. Bid submissions will also be accepted electronically via entry in the Mississippi Accountability System for Government Information and Collaboration (MAGIC). Potential bidders can use the Supplier eLearning tutorial to assist with navigating the system at <http://uperform.magic.ms.gov/gm/folder-1.11.10185>. The RFx process begins on page 44 of 85. If additional assistance is required, please email [MASH@dfa.ms.gov](mailto:MASH@dfa.ms.gov).

Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bid. The time and date of receipt shall be indicated on the envelope or package by the MS Department of Mental Health. Each page of the bid form and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. The MS Department of Mental Health reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, the MS Department of Mental Health may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

Bid Opening Date and Time: March 31, 2020 at 10:00 a.m. CST

Issued by: Toni Johnson, Director  
Bureau of Human Resources  
601-359-6244

**ACKNOWLEDGEMENT**

This amendment must be signed and returned with your bid, or otherwise acknowledged prior to the opening date and time shown above. If you have already submitted your bid and need to make corrections, submit a corrected bid with this amendment prior to the opening date and time shown above.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date