



**JACKSON STATE UNIVERSITY
Request for Proposals (RFP) 23-08
Public Health Mobile Unit**

ISSUE DATE: January 3, 2023

ISSUING AGENCY: Office of Purchasing and Travel
Jackson State University
1400 John R. Lynch Street
Jackson, MS 39217

Sealed proposals, subject to the conditions made a part hereof, will be received until **Wednesday, February 15, 2023 at 11:00 a.m. in the JSU Office of Purchasing and Travel**, same address as above, for furnishing services as described herein.

IMPORTANT NOTE: Indicate firm name and RFP number on the front of each sealed proposal envelope or package.

All inquiries regarding this RFP should be directed to:

Brenda Nash Jefferson
Office of Purchasing and Travel (same address as above)
brenda.l.nash-jefferson@jsums.edu **Reference RFP 23-08 in the subject header of the email.**

Any addendum associated with this RFP will be posted at <https://www.jsums.edu/finance/bid-information/> located under RFP 23-08. It is the respondent's responsibility to assure that all addenda have been reviewed and, if applicable, signed and returned.

Note: Questions concerning the specifications in this RFP must be submitted in writing and will be accepted until January 18, 2023. A summary of all questions and answers will be posted at <https://www.jsums.edu/finance/bid-information/> as an addendum to RFP 23-08 by January 25, 2023.

RFP Response Checklist – Include these items in your response to RFP 23-08.

_____ (1) One clearly marked original response, an electronic copy in PDF files on a flash drive, and six (6) identical copies of the complete proposal. Label with the Vendor name and RFP number. Include the items listed below.

_____ (2) Submission Cover Sheet APPENDIX A, signed and dated accompanied by a Cover Letter indicating the scope of the proposal. In addition, the letter should include a statement indicating the ability to comply with all requirements of agreement and acceptance of the standard contract. If needed, clearly identify any proposed changes to the standard contract. The letter should include a statement of exceptions to any of the terms and conditions outlined in this RFP, if needed. Cover letter should explain why your firm would be the best choice for JSU. Any Corporate-wide programs, performance standards and metrics, unique features, key initiatives, and the corporate support structures pertinent to the JSU program should be included.

_____ (3) Vendor Response to Management Requirements Questionnaire plus an overview of vendor qualifications, organizational profile (including operation under other Vendor names providing the same or similar deliverables) and organizational chart. Describe how the organizational structure will ensure orderly communications, distribution of information, and effective coordination of activities, accountability, and decision-making authority.

_____ (4) **In a separately sealed envelope** – Technical Specifications Response – **NO INFORMATION IDENTIFYING THE VENDOR SHALL BE INCLUDED.**

_____ (5) **In the same separately sealed envelope** – Cost Specifications - **NO INFORMATION IDENTIFYING THE VENDOR SHALL BE INCLUDED.**

_____ (6) References: Provide three (3) similar or like clients as references, for which Respondent has performed (or is currently performing) work similar in nature and scope within the last five (5) years. Information should include:

- Institution
- Institution's Address
- Contact name, telephone number, and email
- Similarity with scope and size of the JSU
- Length of time services have been provided

The proposal package must be received on or before 11:00 a.m. on February 15, 2023. It is the responsibility of the respondent to ensure that the proposal package arrives in the Office of Purchasing and Travel on-time. The proposal package should be delivered or mailed to:

OFFICE OF PURCHASING AND TRAVEL
JACKSON STATE UNIVERSITY
1400 John R. Lynch Street
Jackson, MS 39217

When using a delivery service or hand delivering, the address is: H.P. Jacobs
Administration Tower, 4th Floor, Office of Purchasing & Travel, Jackson State University,
1400 John R. Lynch Street, Jackson, MS 39217.

ALL QUESTIONS REGARDING THIS RFP SHOULD BE DIRECTED TO BRENDA JEFFERSON AT brenda.l.nash-jefferson@jsums.edu **Reference RFP 23-08 in the subject header of the email.**

JSU reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items, if deemed in the best interest of the University to do so.

Proposals received after the stated due date and time will not be accepted. Submission via facsimile or other electronic means will not be accepted.

UNIVERSITY OVERVIEW

Jackson State University, founded in 1877, is a historically black, high research activity university located in Jackson, the capital city of Mississippi. Jackson State's nurturing academic environment challenges individuals to change lives through teaching, research and service. Officially designated as Mississippi's Urban University, Jackson State continues to enhance the state, nation and world through comprehensive economic development, healthcare, technological and educational initiatives. The only public university in metropolitan Jackson, Jackson State is located near downtown, with five satellite locations throughout the area.

INVITATION TO SUBMIT PROPOSAL ON RFP

JSU desires to contract with one reputable and responsible firm which can efficiently and effectively provide a customized mobile unit to perform speech- language, hearing and related public health screenings. This unit will offer mobile, top-tier resources to prevent, assess and treat communication disorders. In addition, opportunities for learning, discovery and engagement will be provided to a diverse population of students in a real-

world setting. The proposals shall clearly set forth the equipment, supplies, procedures, methods and services to be provided.

SCOPE OF SERVICES REQUIRED

JSU requires that the proposer have knowledge and experience in designing and manufacturing mobile units for screenings. The proposal shall set forth the methods, cost and plans to provide deliverables similar or better than the those set forth below:

TECHNICAL SPECIFICATIONS

GENERAL REQUIREMENTS:

The following must be included in the unit (the vehicle is to be provided by the vendor):

1. One sound proof testing room with NIC50
2. Soundproof room should have a table with adjustable height
3. Additional seating outside soundproof room with small table/desk for two to three people
4. Another room must have audio and video equipment:
 - a. Two pan/tilt/zoom dome IP cameras with remote control
 - b. Two wall-mounted, fixed IP cameras
5. Each room will have a one-way observation window
6. Two additional rooms with tables/desks and additional seating area for two/three people
7. Must be wheelchair accessible
8. A wheelchair lift from street into unit
9. Running water for handwashing and bathroom
10. Cabinets for storage
11. A small refrigerator
12. Side sliding windows with mini blinds
13. Weather guard electric roll up exterior awning
14. A security camera system to include four (4) exterior cameras with a DVR to store one week of video

COST SPECIFICATIONS

The pricing must be inclusive of, but not limited to the following:

- All required design, equipment and materials
- All required insurance
- All required overhead

- All required profit
- All required transportation
- All required labor
- All required business and professional licenses, permits, fees, etc. (if any)
- All management fees (if any)
- Any and all other costs associated with delivering the unit

Additional Requirements – INCLUDE WITH TECHNICAL & COST SPECIFICATIONS RESPONSE

- Contractor shall agree to indemnify the University from any claims, actions, suits, causes of action, or demands, which may include, but is not limited to court costs and legal fees, arising from the deliverables to be provided.
- Warranties information for the unit as a whole as delivered as well as warranties for components of the unit, if manufactured by other vendors, and installed by Contractor.

MANAGEMENT REQUIREMENTS

1. What year was your company started?
2. How many years has your company been in the business of performing the services called for in this RFP?
3. Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation.
4. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms.
5. List all licenses or permits your company possesses that are applicable to providing the deliverables required in this RFP.
6. For how many customers has your company provided similar deliverables in the past two (2) years? Please include the dates of delivery to each customer.
7. Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff.

INQUIRIES ABOUT RFP

Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. Responses to these inquiries may be by addendum to the Request for

Proposal (RFP). The deadline for inquiries shall be January 18, 2023. Please send your inquiries to brenda.l.nash-jefferson@jsums.edu

SCHEDULE OF CRITICAL DATES

The following dates are for planning purposes only. Unless otherwise stated in this RFP, progress towards their completion is at the sole discretion of JSU.

I.	RFP Posted	JANUARY 3, 2023
II.	Prospective respondents written inquiries deadline	JANUARY 18, 2023
III.	Responses to inquiries posted	JANUARY 25, 2023
IV.	Proposal submission deadline – 11:00 A.M.	FEBRUARY 15, 2023
V.	Award determination date (estimated target)	MARCH 12, 2023
VI.	Contract signed (estimated target)	APRIL 24, 2023
VII.	Contract effective date (estimated target)	MAY 8, 2023

WRITTEN OR ORAL DISCUSSIONS/PRESENTATIONS

After the opening of all Offers received by the closing time and date for accepting offers, Respondents may be required, at the request of JSU, to make a public oral presentation or provide written clarifications to their Offers. Oral presentations may be recorded. Any oral presentation or written clarification given by Respondent will be considered part of the RFP's response. Personnel in JSU Office of Purchasing and Travel will schedule any such presentations or address any needed written clarifications. JSU reserves the right to request a "best and final offer" at its discretion.

EVALUATION OF PROPOSALS

JSU reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. JSU reserves the right to contact and interview any reference listed. JSU may make a written determination showing the basis upon which the award was made and such determination shall be included in the procurement file.

JSU reserves the right to award this contract in whole or in part depending on what is in the best interest of JSU with JSU being the sole judge thereof. The evaluation factors set forth in this section are described as follows:

- The vendor's ability to design, manufacture and deliver the mobile unit, meeting the overall objective and functions described in this RFP
- Competitive fees
- Vendor's experience
- Compliance with applicable State and Federal laws and regulations
- The committee may invite finalists for interviews and/or presentations. Failure to participate may result in a proposal not being considered.

Proposals will be scored based on the following weights (100 points total):

- Corporate Structure/Years of Experience/References – 20 points
- Technical Specifications solutions including design and its execution – 35 points
- Fees – 45 points

TWO-PHASE, BEST AND FINAL OFFER

If the initial proposals do not provide JSU with a clear and convincing solution, or if JSU feels it is appropriate to offer the potential providers an opportunity to submit revised proposals, JSU reserves the right to use a two-phase approach and/or invite Best and Final Offers (BAFO). Based on the information obtained through the proposal submissions (Phase-One), JSU may choose a specific business model, and potential providers may be asked to submit revised proposals based upon that specific model.

The evaluation committee may develop, for distribution to the top-ranked firms, refined written terms with specific information on what is being requested as a result of information obtained through the initial RFP process. Proposers may be asked to reduce cost or provide additional clarification to specific sections of the RFP. Selected proposers are not required to submit a BAFO and may submit a written response notifying the solicitation evaluation committee that their response remains as originally submitted.

TERM OF CONTRACT

JSU reserves the right to terminate this agreement with thirty (30) days' notice, by the Vice President for Business and Finance via certified mail to the address listed on the signature page of this RFP (Appendix A) if any of the terms of the proposal and/or contract are violated.

In the event the contractor fails to carry out and comply with any of the conditions and agreements to be performed under the specification, JSU will notify the contractor, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a ten (10) day period, the contractor must submit, in writing, why such corrective action has not been performed. The University reserves the right to determine whether or not such noncompliance may be construed as a failure of performance of the contractor.

Termination of contract by contractor without cause can only occur with at least one hundred and twenty (120) days' notice prior to the proposed termination of the contract.

In the event JSU employs attorneys or incurs other expenses it considers necessary to protect or enforce its rights under this RFP's contract, the contractor agrees to pay the attorney's fees and expenses so incurred by JSU.

ACCEPTANCE TIME

Proposal shall be valid for one-hundred eighty (180) days following the proposal due date.

RFP CANCELLATION

This RFP in no manner obligates JSU to the purchase described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of JSU and may be terminated without penalty or obligations at any time prior to the signing of a contract. JSU reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.

OTHER CONTRACT REQUIREMENTS

Award Terms: This contract shall be awarded at the discretion of the University based on the capabilities and overall reputation of the Contractor, as well as the cost. Acceptance shall be confirmed by the issuance of a contract from JSU.

Standard Contract: The awarded contractor(s) will be expected to enter into a contract that is in substantial compliance with [JSU's standard contract](#). Proposal should include any desired changes to the standard contract. It should be noted that there are many clauses which JSU cannot change. Significant changes to the standard contract may be cause for rejection of a proposal.

The Procurement Process: The following is a general description of the process by which a firm will be selected to fulfill this Request for Proposal.

- Request for Proposals (RFP) is issued publicly.
- A deadline for written questions is set.
- Proposals will be received as set forth in the Schedule of Critical Dates.
- Unsigned proposals will not be considered.
- All proposals must be received by JSU no later than the date and time specified on the cover sheet of this RFP.
- At that date and time, the package containing the proposals from each responding firm will be opened publicly and the name of each respondent will be announced.
- Proposal evaluation: JSU will evaluate all components of each proposal submitted.
- At their option, the evaluators may request oral presentations or discussions for the purpose of clarification or to amplify the materials presented in the proposal.
- Respondents are cautioned that this is a request for proposals, not a request to contract, and JSU reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the University.
- The proposals will be evaluated according to criteria set forth in the Technical and Cost Specifications and Management Requirements sections of this RFP.

APPENDIX A: SIGNATURE PAGE

Provide information requested, affix signature and return this page with your proposal.

Name of Firm: _____

Complete Address: _____

Telephone Number: _____

Email Address: _____

Authorized Signature: _____

Printed Name: _____

Title: _____