



MISSISSIPPI DEPARTMENT of WILDLIFE, FISHERIES, AND PARKS

Lynn Posey, Executive Director
1505 Eastover Drive
Jackson, Mississippi 39211
(601) 432-2400

SOLICITATION: Invitation for Bid (IFBD)

SOLICITATION NUMBER: RFX #3160006350

DESCRIPTION: Fulfillment Services for Mississippi Outdoors Magazine

ISSUE DATE: December 20, 2023

BID CLOSING LOCATION: Mississippi Department of Wildlife, Fisheries, and Parks
1505 Eastover Drive
Jackson, Mississippi 39211

BID COORDINATOR: Candice Webster
Telephone: 601.432.2154
Email: procurement@wfp.ms.gov

OPENING DATE AND TIME: January 22, 2023, 2:00 PM CST

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SECTION 1 GENERAL INSTRUCTIONS

1.1 Bid Acceptance Period

The original and two (2) copies of the bid form, three (3) copies total, shall be signed and submitted in a sealed envelope or package to 1505 Eastover Drive, Jackson, MS 39211, no later than the time and date specified for receipt of bids. 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 Mississippi Department of Wildlife, Fisheries, and Parks (MDWFP). Each page of the **BID FORM (Attachment B)** 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 MDWFP 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 MDWFP 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.

Sealed bids will be considered if they are delivered electronically through the MAGIC system by the time and date set for receipt of bids.

1.1.1 Timeline

Invitation for Bid (IFB) Issue Date:	December 20, 2023 December 27, 2023
Bid Package Submission Deadline/Opening:	January 22, 2024 2:00 PM CT
Anticipated Notice of Intent to Award:	January 23, 2024, 5:00 PM CT
Anticipated Post-Award Debriefing Request Date:	January 26, 2024, 5:00 PM CT
Post Award Debriefing Held By Date:	January 31, 2024, 5:00 PM CT
Protest Deadline Date:	February 1, 2024 5:00 PM CT

1.1.2 Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it is the only bid received, or it is received before award is made and was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of bids. It must be determined by the MDWFP that the late receipt was due solely to mishandling by the MDWFP after receipt at the specified address.

The only acceptable evidence to establish the date of mailing of a late bid is the U. S. Postal Service postmark on the wrapper or on the original receipt from the U. S. Postal

Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

1.2 Expenses Incurred in Preparing Bid

MDWFP accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

1.3 Bid Form

All pricing must be submitted on the bid form (**Attachment B**). Failure to complete and/or sign the bid form may result in the bidder being determined nonresponsive.

1.3.1 Bidder Certification

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

1.4 Registration with Mississippi Secretary of State

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

1.5 Debarment

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or Federal government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

1.6 Additional Information

Questions about the contract portions of the procurement document must be submitted in writing to Candice Webster at procurement@wfp.ms.gov. Questions concerning the technical portions of the procurement document should be directed to Candice Webster at procurement@wfp.ms.gov. Bidders are cautioned that any statements made by contact persons that cause a material change to any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.

1.7 Type of Contract

Compensation for services will be in the form of a firm fixed-price agreement.

1.8 Written Bids

All bids shall be in writing.

SECTION 2

PURPOSE

2.1 Purpose

The MDWFP is seeking to establish a contract for fulfillment services for Mississippi Outdoors magazine. It is understood that any contract resulting from RFX #3160006350 may require approval by the Public Procurement Review Board. If any contract resulting from RFX #3160006350 is not approved by the Public Procurement Review Board, it is void and no payment shall be made.

2.2 Scope of Services

The Contractor shall perform and render the services listed in the Scope of Services found in **Attachment 1**.

2.3 Term

The term of the contract shall be for a period of one (1) year. Upon written agreement of both parties at least 90 days prior to each contract anniversary date, the contract may be renewed by MDWFP for a period of four (4) successive one-year period(s) under the same prices, terms, and conditions as in the original contract subject to approval by the PPRB. The total number of renewal years permitted shall not exceed four (4).

SECTION 3

INSURANCE

3.1 Insurance

Contractor represents that it will maintain workers' compensation insurance, if applicable, which shall inure to the benefit of all Contractor's personnel provided hereunder, comprehensive general liability or professional liability insurance, with minimum limits of two (2) times the contract award amount per occurrence and fidelity bond insurance with minimum limits of two (2) times the contract award amount. All general liability, professional liability, and fidelity bond insurance will provide coverage to the MDWFP as an additional insured. The MDWFP reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.

SECTION 4

BID SUBMISSION REQUIREMENTS

4.1 Bid Evaluation

Bids will be evaluated based on the requirements set forth in RFX #3160006350, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and

be considered in evaluation for award shall be objectively measurable where possible. This Invitation for Bids sets forth the evaluation criteria to be used. No criteria will be used in an evaluation that is not set forth in this Invitation for Bids. Only bidders who are found responsive and responsible will have their bids considered.

4.1.1 Responsive Bidder

Bidder must submit bid which conforms in all material respects to this Invitation for Bids, RFX #3160006350, as determined by MDWFP.

4.1.2 Minimum Qualifications to be Deemed Responsive

The bidder must meet the requirement and criteria set forth in the Invitation for Bids in order to be deemed responsive.

These minimum qualifications are in addition to a minimum score of five (5) on the Reference Score Sheet (**Attachment E**) from reference interviews by MDWFP, if conducted, with three (3) bidder references (for a total minimum score of fifteen (15), as well as all other requirements of this Invitation for Bids. (See **Attachments C and E**).

4.1.3 Nonconforming Terms and Conditions

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. The MDWFP reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by the MDWFP of non-responsiveness based on the submission of nonconforming terms and conditions.

4.1.4 Conditioning Bid Upon Other Awards

Any bid which is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed non-responsive and not acceptable.

4.1.5 Bid Submission Format

The bid package must be sealed and must contain the following:

- Bid Cover Sheet (**Attachment A**)
- Bid Form (**Attachment B**)
- References (**Attachment C**)
- Certifications and Assurances (**Attachment D**)

4.1.6 Responsible Bidder

Bidder must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by MDWFP.

4.1.7 References

Each bidder must furnish a listing of at least three (3) trade references along with the contact person, address, and phone number for each. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. MDWFP will use these references to determine the bidder's ability to perform the services. It is the

responsibility of the bidder to ensure that the reference contact information is correct and current. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. The bidder may submit as many references as desired. MDWFP will begin contacting references at the top of the list and will continue down the list until three (3) contacts have been reached. References must be listed on **Attachment C**. *(It is solely at MDWFP's discretion to conduct reference check as it deems necessary)*

4.2 Bid Opening

Bid opening will be open to the public; however, this will include opening, reading aloud, and listing the bid price on each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made, either stated or implied at the bid opening.

4.3 Award

The contract will be awarded by written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in this Invitation for Bids within 30 days.

4.3.1 Notification

All participating vendors will be notified of the MDWFP's intent to award a contract. In addition, the MDWFP will identify the selected vendor. Notice of award is also made available to the public.

4.3.2 Contract Management

If the Contractor fails to adhere to the services schedule, or if the Contractor fails to satisfactorily provide the prescribed service to all or any service area, the Contracting Agency will inform the Contractor, and the Contractor shall complete corrective action within twenty-four (24) hours. No payment shall be made to the Contractor until all deficiencies have been corrected. If the Contractor exhibits a pattern of non-performance as shown by repeated deficiencies, the Contracting Agency may terminate the contract without further obligation to the Contractor. MDWFP may elect to use the form included as **Attachment F**, Contract Discrepancy Report.

SECTION 5 POST-AWARD

5.1 Post-Award Vendor Debriefing

A bidder, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by the Director of the MDWFP within three (3) business days of notification of the contract award. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing typically occurs within five (5) business days of receipt of the request. If a bidder prefers to have legal representation present, the bidder must notify the Director of the MDWFP in writing and identify its attorney by name, address, and telephone number. The MDWFP will schedule and/or suspend and reschedule the meeting at a time when a Representative of the Office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-114, Post Award Vendor Debriefing, of the *Office of Personal Service Contract Review Rules and Regulations*.

5.2 Protest of Award

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the Invitation for Bids may file a protest with the Bid Coordinator, Candice Webster. The protest shall be submitted on or before 2:00 p.m., February 7, 2024, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder, and contain a statement of the reason(s) for protest, citing the law(s), rule(s) or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting bidder must provide facts and evidence to support the protest. A protest is considered filed when received by the Bid Coordinator, Candice Webster, via either U.S. mail, postage prepaid, or personal delivery. Protests filed after 2:00 p.m., February 7, 2024 will not be considered.

5.3 Mississippi Contract/Procurement Opportunity Search Portal

This Invitation for Bids, and the questions and answers concerning this Invitation for Bids, are posted on the Contract/Procurement Opportunity Search Portal.

5.4 Attachments

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if copied herein in words and figures.

SECTION 6 CONTRACT TERMS AND CONDITIONS

6.1 Acknowledgment of Amendments. Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment must be received by the MDWFP by the time and at the place specified for receipt of bids.

6.2 Applicable Law. The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations.

6.3 Approval Clause. It is understood that if this contract requires approval by the Public Procurement Review Board and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review and this contract is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

6.4 Availability of Funds. It is expressly understood and agreed that the obligation of the MDWFP to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi

State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the MDWFP, the MDWFP shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to the MDWFP of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

- 6.5 Certification of Independent Price Determination.** The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.
- 6.6 Compliance with Laws.** Contractor understands that the MDWFP is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.
- 6.7 E-Payment.** Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-305 *et seq.*
- 6.8 E-Verification.** If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 *et seq.* The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:

- a. termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
- b. the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
- c. both. In the event of such cancellations/termination, Contractor would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit to do business in the State.

6.9 Failure to Deliver. In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the Agency, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Agency may have.

6.10 Force Majeure. Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (“force majeure events”). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay caused by such events, unless the State determines it to be in its best interest to terminate the agreement.

6.11 Indemnification. To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney’s fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State’s sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the State’s concurrence, which the State shall not unreasonably withhold.

6.12 Independent Contractor Status. Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the State. Nothing contained herein shall be deemed or construed by the State, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures,

employer and employee, or any similar such relationship between the State and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the State or Contractor hereunder creates, or shall be deemed to create a relationship other than the independent relationship of the State and Contractor. Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Agency, and the Agency shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The Agency shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Agency shall not provide to Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the State for its employees.

6.13 Modification or Renegotiation. This agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.

6.14 Notices. All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For the Agency:	For Contractor:
Lynn Posey, Executive Director	[Name, Title]
Mississippi Department of Wildlife, Fisheries, and Parks	[Contractor Name]
1505 Eastover Drive	[Address]
Jackson, Mississippi 39211	[City, State, Zip]

6.15 Paymode. Payments by state agencies using the State's accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor's choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

6.16 Price Adjustment.

- a. *Price Adjustment Methods.* Any adjustments in contract price, pursuant to a clause in this contract, shall be made in one of the following ways:
 - i. by agreement on a fixed price adjustment before commencement of the additional performance;
 - ii. by unit prices specified in the contract;
 - iii. by the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract; or,

- iv. by the price escalation clause.
- b. **Submission of Cost or Pricing Data.** Contractor shall provide cost or pricing data for any price adjustments subject to the provisions of Section 3-403 (Cost or Pricing Data) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

6.17 Procurement Regulations. The contract shall be governed by the applicable provisions of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available at 501 North West Street, Suite 701E, Jackson, MS 39201 for inspection, or downloadable at <http://www.dfa.ms.gov>.

6.18 Quality of Service. Vendor agrees to perform its services with standard of care, skill, and diligence normally provided by a professional organization in the performance of services. All work shall be performed to the complete satisfaction of MDWFP. MDWFP shall use The Contract Discrepancy Report (Attachment E), which is attached hereto and made a part hereof by reference. The Contractor shall complete corrective action within twenty-four (24) hours. No payment shall be made to the Contractor until all deficiencies have been corrected. If the Contractor exhibits a pattern of non-performance as shown by repeated deficiencies, the Agency may terminate the contract without further obligation to the Contractor.

6.19 Prospective Contractor's Representation Regarding Contingent Fees. The prospective Contractor represents as a part of such Contractor's bid or proposal that such Contractor has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

6.20 Representation Regarding Contingent Fees. Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid or proposal.

6.21 Representation Regarding Gratuities. The bidder, offeror, or Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

6.22 Severability. If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.

6.23 Stop Work Order.

- a. **Order to Stop Work:** The Procurement Officer, may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days

after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Procurement Officer shall either:

- i. cancel the stop work order; or,
 - ii. terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.
- b. *Cancellation or Expiration of the Order:* If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:
 - i. the stop work order results in an increase in the time required for, or in Contractor's cost properly allocable to, the performance of any part of this contract; and,
 - ii. Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.
- c. *Termination of Stopped Work:* If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.
- d. *Adjustments of Price:* Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.

6.24 Termination for Convenience.

- a. *Termination.* The Agency Head or designee may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Agency Head or designee shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.
- b. *Contractor's Obligations.* Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Agency Head or designee may direct Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

6.25 Termination for Default.

- a. *Default.* If Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Agency Head or designee may notify

Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the Agency Head or designee, such officer may terminate Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency Head or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Agency Head or designee. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

- b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the procurement officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.
- c. *Compensation.* Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Contractor such sums as the Agency Head or designee deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.
- e. *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Agency Head or designee within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the Agency Head or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one (1) or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled in fixed-price contracts, "Termination for Convenience". (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).
- f. *Erroneous Termination for Default.* If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.
- g. *Additional Rights and Remedies.* The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

- 6.26 Termination Upon Bankruptcy.** This contract may be terminated in whole or in part by Agency upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.
- 6.27 Trade Secrets, Commercial and Financial Information.** It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.
- 6.28 Transparency.** This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

SECTION 7 ATTACHMENTS

7.1 Attachments

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if copied herein in words and figures.



RFX #3160006350
FULFILLMENT SERVICES – MISSISSIPPI OUTDOORS MAGAZINE

Mississippi Outdoors magazine is a publication of the Mississippi Department of Wildlife, Fisheries, and Parks (MDWFP) with a current mailed circulation of approximately 36,000 copies. The printing contractor mails the magazine. Copies are primarily mailed to Mississippi addresses and to some addresses in neighboring states. Services must equal or exceed the specifications listed.

REQUIRED SERVICES:

A. CAGING:

- The vendor will receive, log, and open mail from subscribers.
- The vendor will remove payments, validate, and record amount.
- The vendor will receive clearings from subscription agencies and verify payments.
- The vendor will endorse and encode payments, balance and deposit income.
- The Mississippi Department of Wildlife, Fisheries and Parks contracts separately for banking services and pays for such services directly to the selected bank.

B. ENTERING:

- The vendor will enter the following transactions: cash, "bill me," renewal, gift, complimentary, agency order, payments, cancellations, name and/or address changes, and similar information.
- The vendor will make reasonable efforts to enter subscriber's full first and last name.

C. EDITING:

- The vendor will process all transactions through editing programs to identify and correct errors.
- The vendor will analyze and correct errors as promptly as possible with the objective of making corrections before the next run of magazine mailing labels.

D. MASTER FILE MAINTENANCE:

- The vendor will execute transactions using access to the subscriber database.
- Magazine mailing labels will include all transactions that have been received and processed prior to label output.
- The vendor will include the following in master file records: (1) active records, (2) suspended records, and (3) change-of-address ghosts.
- The vendor will keep all names and addresses of expired subscriber records on the subscriber database for subsequent promotions which. Any such promotion is not a part of the fulfillment services required of the vendor and will be negotiated and billed separately.
- The vendor will maintain an independent back up, on appropriate digital storage media, of circulation data, including names and mailing addresses, relating to Mississippi Outdoors Magazine.

E. SUBSCRIBER BILLING AND ACCOUNTS RECEIVABLE:

- The vendor will mail bills to subscribers within 5 days after selection from the subscriber database.

- The vendor will mail at least 3 invoices to subscribers on a 4 to 6 week schedule.
- Unpaid credit subscriptions will be cancelled after the second issue has been mailed.
- Vendor will handle all refund requests, which will be billed to contractor.

F. REGULAR RENEWALS AND OTHER PROMOTIONS:

- The vendor will mail at least 4 regular renewal promotions.
- The vendor will mail renewal promotions within 5 working days after selection from the subscriber database.
- The vendor will provide all printed materials required for mailing renewal notices.
- The vendor will record the donors for gift subscriptions. The donors of these gift subscriptions will be notified when the gifts come up for renewal.
- The vendor will produce a list of each donor's gift renewals and include it with at least 4 gift renewal promotions.
- The vendor will mail gift cards to subscription gift recipients.

G. MAGAZINE MAILING LABELS

- The vendor will provide main file and supplementary issue labels in a digital format preferred by the current mailer or to such other mailing agent as the publisher may name.
- Vendor will sort label file by zip code if required by the current mailer.
- The vendor will provide labels in digital format to the current mailer or to such other mailing agent as the publisher may name for one back issue mailing for each issue of the magazine. The publisher in cooperation with the vendor will determine the timing of mailing the back issue.

H. MERGE/PURGE AND SELECTION

- The vendor will merge/purge subscription mailing lists as required.
- The vendor will generate list selections as an electronic file, or on Cheshire labels or tape for subscription promotion if required by publisher.

I. POSTAL SERVICE REPORTS

- The vendor will prepare postal forms for each issue as necessary. These forms will be forwarded to the current mailer or such other mailing agent as the editors may name.

J. POSTAGE

- Postage for mailing of regular renewals and bills to subscribers will be paid for by the publisher.
- All mailings of regular renewals and bills will be sorted and mailed at the most cost effective postal rates.
- Information for vendor invoicing for postage is provided under section "P. Vendor Invoices for Fulfillment Services and Postage."

K. VENDOR CONTACT

- The vendor will appoint one competent individual to represent the vendor with the authority to assist the publisher with issues related to any phase of circulation management and fulfillment. One individual shall act in this capacity, and must be a person who is normally present during business hours.

L. OPERATING REPORTS

- The vendor will report total number of paid subscriptions once a month.
- The vendor will report gross receipts from subscription purchases once a month.
- The vendor will furnish the publisher with titles of the standard reports currently provided to existing customers.

M. TOLL-FREE TELEPHONE SERVICES

- The vendor will provide toll-free telephone order service for subscribers in the U.S.A.

- The vendor will answer telephone calls from customers for subscription orders and for assistance resolving subscriber complaints.
- At minimum, the vendor will take phone orders from 7:00 a.m. to 10:00 p.m. local time during weekdays and 8:00 a.m. to 6:00 p.m. local time on weekends.

N. LETTER SHOP SERVICES

- The vendor will provide letter shop services as needed for mailing of regular renewals and bills.

O. OTHER

- The vendor will provide materials, including paper, magazine labels, forms and other materials necessary to the performance of fulfillment services by the vendor.

P. VENDOR INVOICES FOR FULFILLMENT SERVICES AND POSTAGE

- The vendor will submit separate invoices for fulfillment services and postage, one monthly invoice for magazine fulfillment services as stated in this Attachment 1, Scope of Services and one quarterly invoice for estimated postage for mailing renewals and subscriber bills for 3 months out.
- Postage is not to be included in the total cost for fulfillment services to be submitted on Attachment B, Bid Form. Postage is treated as a separate item not to be included in Contract for Subscription Services and will be invoiced and paid separately. Invoices for postage will show detailed charges for postage for mailing renewals and subscriber bills and any balance remaining.
- The vendor will mail invoices to: Mississippi Outdoors Magazine, 1505 Eastover Drive, Jackson, MS 39211-6374.

OPTIONAL SERVICES

- The publisher may request optional fulfillment services offered by the vendor. List optional services offered, including the unit cost of each on a page labeled, "Optional Services."



MS DEPARTMENT OF WILDLIFE, FISHERIES, AND PARKS
1505 EASTOVER DRIVE, JACKSON, MS 39211-6374

BID COVER SHEET
ATTACHMENT A

RFX #3160006350– FULFILLMENT SERVICES – MISSISSIPPI OUTDOORS MAGAZINE

The MDWFP is seeking to establish a contract for fulfillment services for the Mississippi Outdoors Magazine. Bids are to be submitted online in MAGIC or by paper submission, on or before January 30, 2024 at 2:00 PM CT.

PLEASE MARK YOUR ENVELOPE:

RFX #3160006350
FULFILLMENT SERVICES – MISSISSIPPI OUTDOORS MAGAZINE
Opening Date: January 30, 2024 2:00 PM CT
Mississippi Department of Wildlife, Fisheries, and Parks
ATTN: Candice Webster
1505 Eastover Drive
Jackson, MS 39211

SEALED BID – DO NOT OPEN

Company Name: _____

Quoted by: _____

Signature: _____

Address: _____
(Street/P.O. Box)

(City) _____ (State) _____ (Zip Code) _____

Company Representative: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

FEI/FIN # (if company, corporation, or partnership):	
SS# (if individual):	

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? _____

How many years and/or months has your company been in the business of performing the services called for in this Invitation for Bids? _____

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. _____

If your company is not physically located in the region, how will you supply professional services to the agency? _____

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.

List all licenses or permits your company possesses that are applicable to performing the services required in this Invitation for Bids. _____

For how many customers has your company provided fulfillment services in the past two (2) years? Please include the dates and the annual amount of the billing to each customer.

What is the largest customer your company has provided fulfillment services for in the past two (2) years? Please include the annual amount of the billing. _____

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. _____



MS Department of Wildlife, Fisheries, and Parks
1505 Eastover Drive, Jackson, MS 39211-6374

BID FORM
ATTACHMENT B

RFX #3160006350–FULFILLMENT SERVICES FOR MISSISSIPPI OUTDOORS MAGAZINE

Company	Company Representative	Telephone

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

- All required 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)
- All overage cost(s) if circulation exceeds the approximate number of copies indicated in **Attachment 1**
- Any and all other costs associated with performing the services

Must include an itemized breakdown of the above-referenced budget categories and explain how each line item was calculated.

BRIEF DESCRIPTION OF SERVICES TO BE CONDUCTED: RFX #3160006350 – FULFILLMENT SERVICES MISSISSIPPI OUTDOORS MAGAZINE			
ITEM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		TOTAL PRICE	

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Invitation for Bids, RFX #3160006350, and the

attachments herein;

2. That the company meets all requirements and acknowledges all certifications contained in this Invitation for Bids, RFX #3160006350, and the attachments herein;
3. That the company agrees to all provisions of this Invitation for Bids, RFX #3160006350 and the attachments herein;
4. That the company will perform, without delay, the services required at the prices quoted in this **Attachment B**; and
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date.
6. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bids.

Printed Name: _____

Signature/Date: _____



RFX #3160006350 – FULFILLMENT SERVICES FOR MISSISSIPPI OUTDOORS MAGAZINE

Reference 1

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Email _____

Reference 2

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Email _____

Reference 3

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Email _____

The bidder may submit as many references as desired by submitting as many additional copies of this Attachment C, References, as needed. The MDWFP will begin contacting references at the top of the list and will continue down the list until three (3) contacts have been reached. See Section 4.1.7 of this Invitation for Bids. *(It is solely at MDWFP's discretion to conduct reference check as it deems necessary)*



RFX #3160006350 – FULFILLMENT SERVICES FOR MISSISSIPPI OUTDOORS MAGAZINE

I/We make the following certifications and assurances as a required element of the bid to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

1. REPRESENTATION REGARDING CONTINGENT FEES

Contractor represents that it **has/has not** retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid.

2. REPRESENTATION REGARDING GRATUITIES

The bidder or Contractor represents that it **has/has not** violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 9.105 (Gratuities) of the Mississippi Procurement Manual.

3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The bidder certifies that the prices submitted in response to the solicitation **have/have not** been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate price.

4. PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES

The prospective Contractor represents as a part of such Contractor's bid that such Contractor **has/has not** retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

Name/Title: _____

Signature/Date: _____

Note: Please be sure to **circle the applicable word or words** provided above. Failure to circle the applicable word or words and/or to sign the bid form may result in the bid being rejected as nonresponsive. **Modifications or additions to any portion of this bid document may be cause for rejection of the bid.**



RFX #3160006350 – FULFILLMENT SERVICES FOR MISSISSIPPI OUTDOORS MAGAZINE

COMPLETED BY MDWFP ONLY

Bidder Name: _____

Reference Name: _____

Person Contacted, Title/Position: _____

Date/Time Contacted: _____

Service From/To Dates: _____

Able to provide fulfillment services when you called?	Yes	No
Satisfied with the fulfillment services provided? If no, please explain.	Yes	No
Vendor easy to work with in scheduling fulfillment services?	Yes	No
Were the fulfillment services completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here ____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Each “yes” is 1 point; each “no” is 0 point(s). Bidder must have a minimum score of “5” from three (3) references (total of “15” points) to be considered responsible and for its bid to be considered.

Score: _____

Do you have any business, professional or personal interest in the bidder’s organization? If yes, please explain.	Yes	No
---	-----	----

Called by: _____

Notes: _____



MS Department of Wildlife, Fisheries, and Parks
1505 Eastover Drive, Jackson, MS 39211-6374

CONTRACT DISCREPANCY REPORT
ATTACHMENT F

RFX #3160006350 – FULFILLMENT SERVICES FOR MISSISSIPPI OUTDOORS MAGAZINE

Fulfillment services located at: _____

Date and Time of Service: _____

Report Date: _____

Discrepancy or Problem: (Describe in detail; attach supporting document; include reference to specification requirement; and attach continuation sheet if necessary).

Name: _____ **Signature:** _____ **Date:** _____

Contractor Response as to Cause, Corrective Action, and/or Actions to Prevent Recurrence: (Cite applicable existing or new Quality Control Program or Procedures; and attach continuation sheet if necessary).

Name: _____ **Signature:** _____ **Date:** _____

Contracting Agency Evaluation and Action: (Partial or full acceptance, rejection, payment deduction, cure notice, show cause, termination, other; attach continuation sheet if necessary).

Name: _____ **Signature:** _____ **Date:** _____