

REQUEST FOR PROPOSALS

RFP Number: 3120001242

To Provide: Promotion Process for the MS Highway Safety Patrol

CLOSING LOCATION

Mississippi Department of Public Safety, Procurement Department
4th Floor, Room 402, 1900 E. Woodrow Wilson Boulevard
Jackson, MS 39216

PROPOSAL COORDINATOR

Betsy Toles or Sonya Toaster
Procurement Department

Telephone: 601-987-1467 or 601-987-1305

Fax: 601-987-1442

E-mail: btoles@dps.ms.gov or stoaster@dps.ms.gov

CLOSING DATE AND TIME

Proposals must be received by 10:00 A.M., September 20, 2017

SECTION 1

1.1 Proposal Acceptance Period

The original and 5 copies of the proposal, 6 copies total, shall be signed and submitted in a sealed envelope or package to Betsy Toles or Sonya Toaster, Mississippi Department of Public Safety, Procurement Department, 4th Floor, Room 402, 1900 East Woodrow Wilson Boulevard, Jackson, MS 39216 no later than the time and date specified for receipt of proposals. Timely submission is the responsibility of the respondent. The envelope or package shall be marked with the proposal opening date and time, and the number of the request for proposals. The time and date of receipt shall be indicated on the envelope or package by Procurement. Each page of the proposal and all attachments shall be identified with the name of the respondent. Modifications or additions to any portion of the procurement document may be cause for rejection of the proposals. The Mississippi Department of Public Safety (MDPS) reserves the right to decide, on a case-by-case basis, whether to reject a proposal with modifications or additions as non-responsive. As a precondition to proposal acceptance, the MDPS may request the respondent to withdraw or modify those portions of the proposal deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

1.1.1 Timeline

Task	Date
Advertisement Dates for RFP	September 1, 2017; September 8, 2017
Receive Questions for Clarification Dates	Starting 8:00 a.m., Friday, September 1, 2017 to Friday, September 8, 2017 at 5:00 p.m. Please email questions to btoles@dps.ms.gov or stoaster@dps.ms.gov
Respond in Writing to Clarification	September 15, 2017
Proposal Deadline	No later than 10:00 a.m., Wednesday, September 20, 2017
Evaluation of Proposals	Wednesday, September 20, 2017 or later
Notification to Proposal(s)	Wednesday, September 20, 2017 or later
Proposed Period of Performance	Anticipated Date: November 15, 2017 to November 14, 2018

Note: MDPS reserves the right to adjust the Procurement Schedule as it deems necessary.

1.1.2 Rejection of Proposals

Proposals which do not conform to the requirements set forth in this Request for Proposals may be rejected by the MDPS. Proposals may be rejected for reasons which include, but are not limited to, the following:

- 1) The proposal contains unauthorized amendments to the requirements of the Request for Proposals.
- 2) The proposal is conditional.
- 3) The proposal is incomplete or contains irregularities which make the proposal indefinite or ambiguous.
- 4) The proposal is received late.
- 5) The proposal is not signed by an authorized representative of the party.
- 6) The proposal contains false or misleading statements or references.
- 7) The proposal does not offer to provide all services required by the Request for Proposal.

1.2 Expenses Incurred Preparing Offerors

The MDPS accepts no responsibility for any expense incurred by the respondent in the preparation and presentations of an offer. Such expenses shall be borne exclusively by the respondent.

1.3 Proprietary Information

The respondent should mark any and all pages of the proposal considered to be proprietary information which may remain confidential in accordance with the Mississippi Code Annotated §§ 25-61-9 and 79-23-1(1972, as amended). Any pages not marked accordingly will be subject to review by the general public after award of the contract. Requests to review the proprietary information will be handled in accordance with applicable legal procedures.

1.4 Registration with Mississippi Secretary of State

By submitting a proposal, the respondent 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 proposal, the respondent certifies that it is not currently debarred from submitting proposals 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 proposals for contracts issued by any political subdivision or agency of the State of Mississippi.

1.6 Competitive Proposals

Discussions may be conducted with respondents who submit proposal determined to be reasonably susceptible of being selected for award. Likewise, MS Department of Public Safety also reserves the right to accept any proposal as submitted for contract award, without substantive negotiation of proposed terms, services or prices. For these reasons, all parties are advised to propose their most favorable terms initially.

1.7 Additional Information

Questions about this contract portions of the procurement document must be submitted in writing to Betsy Toles or Sonya Toaster at btoles@dps.ms.gov or stoaster@dps.ms.gov. Questions concerning the technical portions of the procurement document should be directed to Betsy Toles or Sonya Toaster at btoles@dps.ms.gov or stoaster@dps.ms.gov. Answers to written questions or clarifications will be provided by email no later than 5:00 p.m. local time, Friday, September 15, 2017. If it is determined that an amendment to the RFP will be issued, it will be provided by email and upload into the MS's Accountability System for Government Information (MAGIC) with sufficient time to respond to the RFP. All written questions and clarifications will be provided to all vendors who has requested a copy of the RFP via email. It is the responsibility of the vendors to contact Betsy Toles or Sonya Toaster by September 15, 2017 to ensure that they have received all questions and answers. Respondents are cautioned that any statements made by contact persons that cause a material change to any portion of the procurement document shall be relied upon unless subsequently ratified by a formal written amendment to the procurement document.

1.8 Type of Contract

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

1.9 Written Proposals

All proposals shall be in writing.

SECTION 2

2.1 Purpose

The MDPS is seeking to establish a contract for a Promotion Process for the MS Highway Safety Patrol. It is understood that any contract resulting from 3120001242 requires approval by the Personal Service Contract Review Board. If any contract resulting from 3120001242 is not approved by the Personal Service Contract Review Board, it is void and no payment shall be made.