



John Davis
Executive Director

REQUEST FOR PROPOSALS

RFP Number: 2017PSS

To Provide: Professional Security Services

Issue Date: March 14, 2017

CLOSING LOCATION

Mississippi Department of Human Services
750 North State Street
Jackson, Mississippi 39202

PROPOSAL COORDINATOR

Name: Wendy Wilson
Telephone: (601) 359-4677
E-Mail: Wendy.Wilson@mdhs.ms.gov

CLOSING DATE AND TIME

Proposals must be received by April 4, 2017, 3:00 p.m. Central Time

SECTION 1

1.1 Proposal Acceptance Period

The original and three (3) copies of the proposal, four (4) copies total, shall be signed and submitted in a sealed envelope or package mailed or hand-delivered to the Mississippi Department of Human Services (MDHS), 750 North State Street, Jackson, MS 39202 no later than the time and date specified for receipt of proposals. Timely submission is the responsibility of the respondent. Proposals received after the specified time shall be rejected and returned to the respondent unopened. 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 MDHS Business Office. 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 proposal. The MDHS 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 MDHS 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.

MDHS has the right to reject any and all proposals during any step of the procurement or awarding process (even after negotiations have begun).

1.1.1 Timeline

Task	Date
Advertisement Dates for RFP	March 14, 2017; March 21, 2017
Receive Questions for Clarification Deadline	March 27, 2017, 3:00 p.m. CT
Respond in Writing to Clarification	March 29, 2017, @ www.mdhs.ms.gov
Required Letter of Intent Deadline	March 31, 2017, 3:00 p.m. CT
Proposals Deadline	April 4, 2017, 3:00 p.m. CT
Evaluation of Proposals	April 5, 2017 or later
Notification to Proposer(s)	April 6, 2017 or later
Contract Negotiations	Approx. April 10 – 11, 2017
Proposed Period of Performance	July 1, 2017 - June 30, 2018

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 MDHS. 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 in Preparing Offers

The MDHS accepts no responsibility for any expense incurred by the respondent in the preparation and presentation 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 Mississippi Code Annotated §§ 25-61-9 and 79-23-1 (1972, as amended). In addition, respondent should complete Attachment F. 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. Respondent shall complete Attachments G and H.

1.6 Competitive Proposals

Discussions may be conducted with respondents who submit proposals determined to be reasonably susceptible of being selected for award. Likewise, MDHS 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 the contract portions of the procurement document must be submitted in writing to Wendy Wilson at 750 North State Street, Jackson, Mississippi 39202 or Wendy.Wilson@mdhs.ms.gov no later than March 27, 2017, 3:00 p.m., Central Time.

Questions concerning the technical portions of the procurement document should be directed to Wendy Wilson at 750 North State Street, Jackson, Mississippi 39202 or Wendy.Wilson@mdhs.ms.gov no later than March 27, 2017, 3:00 p.m., Central Time. Respondents are cautioned that any statements made by contact persons that cause a material change to any portion of the procurement document shall not be relied upon unless subsequently ratified by a formal written amendment to the procurement document. All questions and answers will be published on MDHS' website (www.mdhs.ms.gov) for viewing by March 29, 2017.

1.8 Required Letter of Intent

Proposers shall notify MDHS of their intention to submit a proposal. The letter of intent (**Attachment E**) shall be submitted via email to Wendy.Wilson@mdhs.ms.gov by March 31, 2017, 3:00 p.m., Central Time. The letter of intent shall include the title of this request for proposals, the proposer's organizational name and address, one (1) to two (2) sentences stating that the proposer's organization intends to submit a proposal for this service, location of the service area, and the contact person's name, title, phone number, fax number, Tax I.D. number, DUNS number, address and email address. Wendy.Wilson@mdhs.ms.gov shall acknowledge receipt of the letter of intent via email. **A NON-ACKNOWLEDGEMENT is a NON-RECEIPT of the required letter of intent.**

1.9 Type of Contract

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

1.10 Written Proposals

All proposals shall be in writing.

1.11 Disposition of Proposals

All submitted proposals become the property of the State of Mississippi.

1.12 Informalities and Irregularities

MDHS has the right to waive minor defects or variations of a proposal from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a respondent with the proposal for MDHS to properly evaluate the proposal, MDHS has the right to require such additional information as it may deem necessary after the time set for receipt of proposals, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured.

1.13 Exceptions

Proposers taking exception to any part or section of the solicitation shall indicate such exceptions in the proposal and shall be fully described. Failure to indicate any exception will be interpreted as the proposer's intent to comply fully with the requirements as written. Conditional or qualified proposals, unless specifically allowed, shall be subject to rejection in whole or in part.

1.14 RFP Does Not Constitute Acceptance of Offer

The release of the Request for Proposal does not constitute an acceptance of any offer, nor does such release in any way obligate MDHS to execute a contract with any other party. MDHS reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The final decision to execute a contract with any party rests solely with MDHS.

SECTION 2

2.1 Purpose

The MDHS is seeking to establish one (1) contract with a vendor for Professional Security Services primarily at the MDHS State Office located at 750 North State Street, Jackson, Mississippi 39202 and includes all MDHS parking lots. These services are needed for enhanced safety of MDHS employees and visitors. It is understood that any contract resulting from RFP 2017PSS requires approval by MDHS and the Personal Service Contract Review Board (PSCRB) for a contract exceeding \$75,000.00. If any contract resulting from RFP 2017PSS is not approved by MDHS and the Personal Service Contract Review Board for a contract exceeding \$75,000.00, it is void and no payment shall be made.

2.2 Scope of Services

The Contractor will perform the following services upon request of the Agency in fulfillment of the purposes of the resulting contract.

The Contractor will coordinate all communications with the Agency through Mississippi Department of Human Services (MDHS), Division of Administrative Services.

The Contractor will provide security guard workers as requested by the Agency. Uniformed security will be provided in armed foot patrol format per Agency's requirements. Services to be provided:

A. Interior Guards

Armed guard supervisor	6:00 a.m. - 6:00 p.m., Monday - Friday (excluding holidays and weekends)
------------------------	--

Armed guard	6:00 P.M. - 6:00 A.M., Monday - Friday, 6:00 A.M. - 6:00 A.M., Saturday - Monday including holidays, to ensure 24 hours, 7 days per week protection. Station should not be unattended during specified time.
-------------	--

B. Exterior Guards

Armed guards (4)	7:00 a.m. - 6:00 p.m., Monday – Friday (excluding holidays and weekends)--Stationed at the MDHS parking lots.
------------------	---

Interior Security Guards' Responsibilities. The security supervisor's primary responsibility will be the safeguarding of the building and employees, and he/she will allow only authorized persons access to the building. The supervisor will observe individuals entering and exiting the building through the metal detector located in the lobby. The security officer will adhere to MDHS metal detector guidelines. The supervisor will position himself/herself at the main entrance where he/she will observe the computerized security system which includes on screen monitoring of all ground level entrances/exits, and other designated areas of the building. The security guard will ensure all employees that do not have a badge and visitors entering the lobby sign in electronically. The security will also assist employees and visitors with signing in, when needed. The supervisor will maintain a daily Sign In/Sign Out log on site showing the name of the guard on duty, date, time of entry, and time of exit of premises.

The security guard will monitor the activities of the janitorial staff during the night shift. Specifically, no janitorial staff will be allowed to exit the building prior to conclusion of assigned duties without authorization by his/her supervisor and direct supervision of guard. Trash/garbage disposal by janitorial crew will be restricted to one occurrence and will be closely supervised by guard. The security guard is responsible for operating the trash compactor at the rear of the building. This will ensure that state/personal property will not be concealed in the trash/garbage. The security guard will keep written documentation of any incidents which may occur during the shift. Each night the security officer will monitor each floor in the building on an hourly basis.

The supervisor will report any incident to authorized MDHS personnel immediately, notify the Jackson Police Department, if warranted, and call for an ambulance if necessary. A fire alarm is located next to the security desk on the first floor. This will need to be monitored by the guard on duty.

In the event that a fire alarm is activated, the system transmits a signal to the monitoring company. The guard would investigate the alarm and, if appropriate, dispatch the Jackson Fire Department and contact an MDHS representative(s), if after-hours. Security guard assignments and hours may be changed subject to approval by MDHS and the Security Company.

Outside Security Guard Responsibilities. The security guards will continuously patrol outside the building and the MDHS parking lots to ensure the safeguarding of employees and their vehicles. The guard will monitor the MDHS parking lots to ensure compliance with agency parking policies which are as follows:

Only authorized employees of MDHS and/or visitors will utilize MDHS parking facilities; unless specifically authorized, employees of MDHS will not park in reserved spaces; employees will not park in spaces designated for visitors.

Emergency Security Guard Service. MDHS requires the Contractor to provide a quote for five hundred (500) hours of emergency guard service to be used by MDHS in any event

or situation it deems necessary. Emergency services include, but not limited to, security guard service, escort service, and /or patrol service to assist MDHS employees at any MDHS site if necessary. The Security Company must provide a quote for any/all of the above named services if outside the Jackson Metropolitan area. If travel is required, the Security Company must quote the cost per mile in addition to the hourly rate for such services.

The Contractor shall ensure with respect to all security guard workers provided to the Agency:

Any guard provided must have a minimum of a High School Diploma or GED Certificate;

Any guard provided must have a minimum of two (2) years' experience as a security officer, or two (2) years' experience in a branch of law enforcement, or other type of protective service.

The guards must be trained and capable of handling any and all incidents in a legal and professional manner.

Any guard provided must have undergone a thorough criminal background check which reveals no criminal history. Absolutely no felony convictions on record or illicit drug use. A criminal background check includes, but is not limited to, fingerprint check, criminal records check, sex offender registration records check, and drug screening at the Contractor's expense.

Any guard provided must possess the ability to: lift up to approximately 50 pounds; walk and stand for extended periods of time; stoop, kneel and run; and visually perceive objects.

Any armed guard provided must be authorized to carry weapons in the State of Mississippi with a copy of the weapon permit provided to the hiring Agency. All weapon permits should be current and maintained in accordance with the contract. Additional weapon qualification requirements may be required by the Agency.

Additional minimum requirements, including specific certifications, licenses, designations, and/or trainings pertinent to Agency operations may also be required by the Agency. Examples include, but are not limited to, the following: valid Mississippi driver's license; successful drug test passage; completion of specialized training (i.e. weapons, reporting, canine, terrorism, FEMA, First Aide, Automated External Defibrillator [AED], School Resource Officer, etc.). If required, the Contractor must provide copies to the Agency. All certifications and licenses should be current and maintained in accordance with the contract.

The Contractor shall also provide with respect to all security guard workers provided to the Agency:

Assign a Contractor account representative to work directly with the Agency Representative;

Designate a contact person available twenty-four (24) hours daily for communication with the Agency, if required;

Fulfill Agency requests for guard(s) within twenty-four (24) hours of request;

Maintain a sufficient pool of qualified guards large enough that if, for any reason, the scheduled guard does not report for duty or must be replaced, the security company can provide a replacement guard within one (1) hour after notification and the replacement guard must have full knowledge of the assignment and must be capable of fulfilling the duties of the assignment;

Replace, at no additional expense to the Agency, any worker not performing satisfactorily within one (1) hour;

Ensure that the guard(s) are in complete uniform and well-groomed at all times;

Ensure guards are cross-trained on all duties and responsibilities on-site;

Ensure a field supervisor is on active duty during the hours of the day, Monday through Friday, equipped with mobile radio or telephone which must be provided by the vendor. This is to properly supervise and respond to security officer(s) on duty. All services provided by the Contractor shall be unconditionally guaranteed;

Provide all materials, serviceable firearms, ammunition, nightsticks, serviceable flashlights, rain gear, uniforms which are clean, in good repair, easily recognizable and identify the guard as an employee of the vendor, and any other miscellaneous equipment which may be needed;

Accurately describe the job duties required to the security guard worker;

Ensure any guards are kept abreast of changes or pending changes at the site, and directives are passed immediately to the guards assigned as received from authorized MDHS officials.

Ensure that the security guard worker reports to work at the time and place specified by the Agency;

Abide by all ordinances and laws pertaining to the Agency's operation and secure all required licenses, permits, certifications, trainings, background investigations, fingerprint checks, and drug tests;

Ensure that all security guard workers fully comply with the policies and procedures of the Agency to which they are assigned (includes the understanding that in no instance shall

copies of keys to the building complex be made by security guards), the applicable standards, Joint Commission standards, and all applicable regulations as now existing or as may be modified;

Ensure that security guard workers do not engage in personal activities (such as, but not limited to texting, personal phone calls – unless verified by field supervisor or MDHS personnel as an emergency, reading magazines, etc.) or fraternize with MDHS personnel while on the job, and that such workers comply with the Agency's restrictions regarding visitation with friends, family members or acquaintances while on the job;

Ensure that security guard workers do not vacate their post during or at the end of their shift unless relieved by appropriate duty personnel, and arrange for replacement personnel for shift changes, breaks and for unanticipated events (i.e. illness, family emergency, etc.);

Ensure that no security guard worker or supervisor work more than twelve (12) hours including any and all breaks, in a twenty-four (24) hour period; the Agency, in an emergency situation, can waive this requirement when the circumstances are beyond the control of the vendor;

Provide vehicle(s) and display “Security” on the driver and front passenger door if providing the optional patrol vehicle(s).

Operate and maintain vehicle(s) in accordance with all applicable laws and regulation of the State of Mississippi and those established by the Agency at the vendor's expense; and,

Perform all services provided in the contract between the proposer/vendor and the Agency in accordance with customary and reasonable industry standards.

The Contractor shall also:

Administer and maintain all employment and payroll records, payroll processing, and payment of payroll checks and taxes, including the deductions required by state, federal and local laws such as social security and withholding taxes;

Make all unemployment compensation contributions as required by federal and state laws and process claims as required;

Ensure that all security guard workers receive and pass a drug test prior to hire and provide copies of all personnel drug test as required by the Agency (test must show that security guard workers are drug free);

Conduct periodic drug testing of security guard workers at the vendor's expense throughout the year at a minimum of twice per year and provide copies of the results as required by the Agency;

Provide CPR certified guards and a copy of the appropriate certification as required by the Agency;

Employ only qualified personnel who are proficient in performing assigned tasks, and are drug-free and proficient in the English language;

Provide a copy of current license as applicable, for each armed security guard worker assigned to the Agency prior to or upon clocking in for a scheduled shift;

Perform a background check and/or drug screening prior to hire and, if requested, verify and/or provide the results to the Agency;

Arrange for Agency to interview a potential new security guard worker, at the proposer/vendor's expense, for a period of up to one (1) hour; and,

Arrange for security guard workers to attend agency-specific orientation, not to exceed two (2) hours, prior to beginning first assignment, if requested by the Agency (in which case, license must be provided prior to orientation).

Provide the following documentation on a weekly basis:

- Log of escort service reflecting name of officer on duty, date, and time (a.m. or p.m.)
- Log of patrol services outside the building reflecting name of officer on duty, date, time, (a.m. or p.m.), and status of building and vehicles.
- Log of incident which should include all documentation related to any incident which occurred during any shift.
- Log reflecting security guard's signature, hours on duty, and assigned location.

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 ninety (90) days prior to each contract anniversary date, the contract may be renewed by the MDHS 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 PSCRB. The total number of renewal years permitted shall not exceed four (4).

MDHS has the right to reject any and all proposals during any step of the procurement or awarding process (even after negotiations have begun).

SECTION 3

3.1 Insurance

The successful vendor shall maintain at least the minimum level of workers' compensation insurance as required by the State of Mississippi, comprehensive general liability or professional liability insurance, with minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury, accidental death, and property damage, employee dishonesty

insurance or fidelity bond insurance with third party liability coverage, with minimum limits of \$1,000,000, Automobile Liability Insurance covering all vehicles, owned or otherwise, used in the contract work with limits of \$1,000,000 for injuries including accidental death to any person and subject to the same limit for each person for any one accident involving two or more persons; and Automobile Property Damage insurance covering all property damage by automobile with limits of \$1,000,000 for all property damage by automobile. All general liability, professional liability, employee dishonesty, fidelity bond insurance, automobile liability insurance, and automobile property damage insurance will provide coverage to the State of Mississippi as an additional insured. The Agency 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. The vendor shall be prepared to provide evidence of required insurance upon request by the MDHS at any point during the contract period and should consult with legal counsel regarding its obligations.

SECTION 4

4.1 Written Proposals Shall Contain the Following Minimum Information

- 1) The name of the respondent, the location of the respondent's principal place of business and, if different, the place of performance of the proposed contract;
- 2) The age of the respondent's business and average number of employees over a previous period of time, as specified in the Request for Proposal;
- 3) The qualifications, including licenses, certifications, education, skills, and experience of all persons who would be assigned to provide the required services;
- 4) A listing of other contracts under which services similar in scope, size, or discipline to the required services were performed or undertaken within a previous period of time, as specified in the Request for Proposal, including at least two (2) references for current contracts or those awarded during the past three (3) years. List three (3) projects to include the names and addresses of the projects, the scope of the project, and the names and telephone numbers of the clients for reference purposes;
- 5) A plan giving as many details as is practical explaining how the services will be performed; and
- 6) Price.

4.2 Evaluation Procedure

4.2.1 Step One

Proposals will be reviewed to assure compliance with the minimum specifications. Proposals that do not comply with the minimum specifications will be rejected immediately, receiving no further consideration.

4.2.1.1 Responsive Respondent

Respondent must submit a proposal which conforms in all material respects to this Request for Proposals, RFP 2017PSS, as determined by MDHS.

4.2.1.2 Responsible Respondent

Respondent 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 MDHS.

4.2.2 Step Two

Proposals that satisfactorily complete Step One will be reviewed and analyzed to determine if the proposal adequately meets the needs of MDHS. Factors to be considered are as follows:

- 1) The plan for performing the required services; 25%
- 2) Ability to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services, and the qualifications and abilities of personnel proposed to be assigned to perform the services; 20%
- 3) The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting; 20%
- 4) A record of past performance of similar work; and, 10%
- 5) Price. Attachment K is the formula utilized in calculating points awarded for price. 25%

4.2.3 Step Three

The MDHS Executive Director or his/her designee will contact the respondent with the proposal which best meets MDHS needs (based on factors evaluated in Step Two) and attempt to negotiate an agreement that is deemed acceptable to both parties.

4.3 The Following Response Format Shall Be Used for All Submitted Proposals:

- 1) **Management Summary:** Provide a cover letter indicating the underlying philosophy of the firm in providing the service.
- 2) **Proposal:** Describe in detail how the service will be provided. Include a description of major tasks and subtasks.
- 3) **Corporate experience and capacity:** Describe the experience of the firm in providing the service, give number of years that the service has been delivered, and provide a statement on the extent of any corporate expansion required to handle the service.
- 4) **Personnel:** Attach resumes' of all those who will be involved in the delivery of service (from principals to field technicians) that include their experience in this area of service delivery. Indicate the level of involvement by principals of the firm in the day-to-day operation of the contract.
- 5) **References:** Give at least three (3) references for contracts of similar size and scope, including at least two (2) references for current contracts or those awarded during the past three (3) years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person.
- 6) **Acceptance of conditions:** Indicate any exceptions to the general terms and conditions of the proposal document and to insurance, bonding, and any other requirements listed.

- 7) **Additional data:** Provide any additional information that will aid in evaluation of the response.
- 8) **Cost data:** Estimate the annual cost of the service. Cost data submitted at this stage is not binding and is subject to negotiation if your firm is chosen as a finalist. Include the number of personnel proposed to be assigned to the contract and the total estimated cost of the labor portion of the contract (include a sample staffing chart). Identify all non-labor costs and their estimated totals.

MDHS has the right to reject any and all proposals during any step of the procurement or awarding process (even after negotiations have begun).

4.4 Nonconforming Terms and Conditions

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

4.5 Conditioning Proposal Upon Other Awards

Any proposal 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.

4.6 Award

Award shall be made to the responsible respondent whose proposal is determined in writing, to be the most advantageous to the State taking into consideration price and the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation.

4.6.1 Notification

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

The award of a contract to a Proposer does not mean that the other proposals lacked merit; but with price, quality of service and other factors considered, the selected proposal was deemed to provide the best value or be the most advantageous to the State of Mississippi based on all factors considered.

4.7 Proposal Exceptions

Please return the *Proposal Exception Summary Form (Attachment L)* with all exceptions to items in any Section of this RFP listed and clearly explained or state “No Exceptions Taken.” If no *Proposal Exception Summary Form* is included, the Proposer is indicating that he takes no exceptions to any item in this RFP document.

- 4.7.1** Unless specifically disallowed on any specification herein, the Proposer may take exception to any point within this RFP, including a specification denoted with "must" or "shall," as long as the following are true:
- 4.7.1.1** The specification is not a matter of State law;
 - 4.7.1.2** The proposal still meets the intent of the RFP;
 - 4.7.1.3** A *Proposal Exception Summary Form* is included with the proposal; and
 - 4.7.1.4** The exception is clearly explained, along with any alternative or substitution the Proposer proposes to address the intent of the specification, on the *Proposal Exception Summary Form*.
- 4.7.2** The Proposer has no liability to provide items to which an exception has been taken. MDHS has no obligation to accept any exception. During the proposal evaluation and/or contract negotiation process, the Proposer and MDHS will discuss each exception and take one of the following actions:
- 4.7.2.1** The Proposer will withdraw the exception and meet the specification in the manner prescribed;
 - 4.7.2.2** MDHS will determine that the exception neither poses significant risk to the project nor undermines the intent of the RFP and will accept the exception;
 - 4.7.2.3** MDHS and the Proposer will agree on compromise language dealing with the exception and will insert same into the contract; or
 - 4.7.2.4** None of the above actions is possible, and MDHS either disqualifies the proposal or withdraws the award and proceeds to the next ranked Proposer.
- 4.7.3** Shall MDHS and the Proposer reach a successful agreement, MDHS will sign adjacent to each exception which is being accepted or submit a formal written response to the *Proposal Exception Summary* responding to each of the Proposer's exceptions. The *Proposal Exception Summary*, with those exceptions approved by MDHS, will become a part of any contract on acquisitions made under this RFP.
- 4.7.3.1** An exception will be accepted or rejected at the sole discretion of MDHS.
- 4.7.4** MDHS desires to award this RFP to a Proposer with whom there is a high probability of establishing a mutually agreeable contract, substantially within the standard terms and conditions of the State's RFP. As such, proposals, in the sole opinion of MDHS, reflect a substantial number of material exceptions to this RFP, may place themselves at a comparative disadvantage in the evaluation process or risk disqualification of their proposals.
- 4.7.5** For Proposers who have successfully negotiated a contract with MDHS in the past, MDHS requests that, prior to taking any exceptions to this RFP, the individual(s) preparing this proposal first confer with other individuals who have previously

submitted proposals to MDHS or participated in contract negotiations with MDHS on behalf of their company, to ensure the Proposer is consistent in the items to which it takes exception.

MDHS has the right to reject any and all proposals during any step of the procurement or awarding process (even after negotiations have begun).

SECTION 5

5.1 Post-Award Vendor Debriefing

A respondent, 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 MDHS 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 respondent prefers to have legal representation present, the respondent must notify the Director of the MDHS in writing and identify its attorney by name, address, and telephone number. The MDHS 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 through 7-114.07, Post-Award Vendor Debriefing, of the Personal Service Contract Review Board's Rules and Regulations.

5.2 Protest of Award

Any actual or prospective respondent or contractor who is aggrieved in connection with this solicitation or the outcome of the Request for Proposals may file a protest with the Proposal Coordinator, Wendy Wilson. The protest shall be submitted on or before within seven (7) calendar days following award date, 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 respondent or an individual authorized to sign contracts on behalf of the protesting respondent, 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 respondent must provide facts and evidence to support the protest. A protest is considered filed when received by the Proposal Coordinator, Wendy Wilson, via either U.S. mail, postage prepaid, or personal delivery. Protests filed after seven (7) calendar days following award date will not be considered.

5.3 Required Contract Terms and Conditions

Any contract entered into between a Contracting Agency and a vendor/respondent shall include the required clauses found in Attachment B and those required by the Personal Service Contract Review Board's Rules and Regulations as updated.

5.4 Optional Contract Terms and Conditions

Any contract entered into between a Contracting Agency and a vendor/respondent may have, at the discretion of the Contracting Agency, the optional clauses found in Attachment C and those within the Personal Service Contract Review Board's Rules and Regulations as updated.

5.5 Mississippi Contract/Procurement Opportunity Search Portal

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

5.6 Attachments

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

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 Request for Proposals, RFP 2017PSS, and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Request for Proposals, RFP 2017PSS, and the attachments herein;
3. That the company agrees to all provisions of this Request for Proposals, RFP 2017PSS, and the attachments herein;
4. 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 Request for Proposals.

Printed Name:_____

Signature/Date:_____

ATTACHMENT A

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the offer 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):

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 proposal.

2. REPRESENTATION REGARDING GRATUITIES

The Respondent 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 6-204 (Gratuities) of the Mississippi Personal Service Contract Review Board Rules and Regulations.

3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The respondent 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 respondent or competitor relating to those prices, the intention to submit a proposal, 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 proposal 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 proposal form may result in the proposal being rejected as nonresponsive. **Modifications or additions to any portion of this proposal document may be cause for rejection of the proposal.

ATTACHMENT B

Required Clauses for Service Contracts Resulting from this Request for Proposals

1. 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.
2. Availability of Funds. It is expressly understood and agreed that the obligation of the Agency 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 Agency, the Agency 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 Agency of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
3. Compliance with Laws. Contractor understands that the Agency 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.
4. 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.
5. 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; or
- 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 cancellation/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. 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.
7. Procurement Regulations. The contract shall be governed by the applicable provisions of the Mississippi Personal Service Contract Review Board Rules and Regulations, a copy of which is available at 210 East Capitol, Suite 800, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.mspb.ms.gov>.
8. 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 proposal.
9. Representation Regarding Gratuities. 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 Personal Service Contract Review Board Rules and Regulations.
10. Stop Work Order.
 - a. *Order to Stop Work:* The Director of Administrative Services, 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 Director of Administrative Services 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 Director of Administrative Services 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.
11. 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.

12. 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.
- d. *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 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).
- e. *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.
 - f. *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.
13. 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.
 14. 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.
 15. 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.

ATTACHMENT C

Optional Clauses for Use in Service Contracts Resulting from this Request for Proposals

1. Parties. This Contract is made and entered into by and between the Mississippi Department of Human Services, Division of Administrative Services, hereinafter referred to as "MDHS," and _____, hereinafter referred to as "Independent Contractor."
2. Purpose. MDHS hereby engages the Independent Contractor and the Independent Contractor hereby agrees to render certain professional services described in "Scope of Services."
3. Scope of Services. The Independent Contractor shall perform and render the following services: [description of services]
4. Period of Performance. The period of performance of services under this Contract shall begin on _____ and end on _____. Upon notification to (Independent Contractor's Name) by MDHS, at least ninety (90) days prior to each contract anniversary date, the contract may be renewed by MDHS for a period of four (4) successive one-year period(s) under the same prices, terms and conditions as in the original contract. The total number of renewal years permitted shall not exceed four (4). However, if MDHS does not intend to renew the contract, the (Independent Contractor's Name) shall be notified at least ninety (90) days prior to the contract anniversary date.
5. Consideration and Method of Payment.
 - (1) As consideration of all services and performances under this Contract, Independent Contractor shall be paid a fee not to exceed _____ (\$_____). It is expressly understood and agreed that in no event will the total compensation paid hereunder exceed the specified amount of _____ (\$_____).
 - (2) The Independent Contractor will bill MDHS for its services. Following the satisfactory completion, as determined by MDHS, of its services, the State requires the Independent Contractor to submit invoices electronically throughout the term of the agreement. Invoices shall be submitted to MDHS using the processes and procedures identified by the State. The appropriate documentation shall be submitted on the last working day of the month, with the final invoice to be submitted within five (5) working days after the contract ending date.
6. Price Adjustment.
 - (1) Price Adjustment Methods. Any adjustments in contract price, pursuant to a clause in this contract, shall be made in one or more of the following ways:

- (a) by agreement on a fixed price adjustment before commencement of the additional performance;
- (b) by unit prices specified in the contract;
- (c) 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,
- (d) by the price escalation clause.

(2) Submission of Cost or Pricing Data. Independent 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 Personal Service Contract Review Board Rules and Regulations.

7. Disputes. Any dispute concerning a question of fact under this Contract which is not disposed of by agreement shall be decided by the Director of the Division of Administrative Services. This decision shall be reduced to writing and a copy thereof mailed or furnished to the Independent Contractor and shall be final and conclusive, unless within thirty (30) days from the date of the decision, Independent Contractor mails or furnishes to the Executive Director of MDHS a written request for review. Pending final decision of the Executive Director of MDHS or designee of a dispute hereunder, the Independent Contractor shall proceed in accordance with the decision of the Director of the Division of Administrative Services.

In a review before the Executive Director or designee, the Independent Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position on the question and decision under review. The decision of the Executive Director on the review shall be final and conclusive unless determined by a court of competent jurisdiction in Hinds County, State of Mississippi, to have been fraudulent, capricious, so grossly erroneous as necessarily to imply bad faith, or is not supported by substantial evidence.

8. Special Terms and Conditions. It is agreed and understood by each party to this Contract that there are no special terms and conditions.
9. Insurance. Contractor represents that it will maintain workers' compensation insurance as required by the State of Mississippi which shall inure to the benefit of all Contractor's personnel provided hereunder; comprehensive general liability or professional liability insurance, with minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury, accidental death, and property damage; employee dishonesty insurance or fidelity bond insurance with minimum limits of \$1,000,000 and with third party liability coverage; automobile liability insurance covering all vehicles, owned or otherwise, used in the contract work with minimum limits of \$1,000,000 for injuries including accidental death to any person and subject to the same limit for each person for any one accident involving two or more persons; and automobile property damage insurance covering all property damage by automobile with minimum limits of \$1,000,000 for all property damage by automobile. All general liability, professional liability, employee dishonesty, fidelity bond insurance,

automobile liability insurance, and automobile property damage insurance will provide coverage to the State of Mississippi as an additional insured. The Agency 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.

10. Anti-assignment/Subcontracting. Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.
11. Authority to Contract. Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind; and, (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.
12. Confidentiality. Notwithstanding any provision to the contrary contained herein, it is recognized that Agency is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act. Mississippi Code Annotated §§ 25-61-1 et seq. If a public records request is made for any information provided to Agency pursuant to the agreement and designated by the Contractor in writing as trade secrets or other proprietary confidential information, Agency shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information. The Agency shall not be liable to the Contractor for disclosure of information required by court order or required by law.
13. Contractor Personnel. The Agency shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by Contractor. If the Agency reasonably rejects staff or subcontractors, Contractor must provide replacement staff or subcontractors satisfactory to the Agency in a timely manner and at no additional cost to the Agency. The day-to-day supervision and control of Contractor's employees and subcontractors is the sole responsibility of Contractor.
14. Final Payment. Upon satisfactory completion of the work performed under this contract, as a condition before final payment under this contract, or as a termination settlement under

this contract, Contractor shall execute and deliver to the Agency a release of all claims against the State arising under, or by virtue of, the contract, except claims which are specifically exempted by Contractor to be set forth therein. Unless otherwise provided in this contract, by state law, or otherwise expressly agreed to by the parties in this contract, final payment under the contract or settlement upon termination of this contract shall not constitute waiver of the State's claims against Contractor under this contract.

15. 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.
16. 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.
17. 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.

18. 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:

[Name, Title]

[Agency Name]

[Address]

[City, State, Zip]

For Contractor:

[Name, Title]

[Contractor Name]

[Address]

[City, State, Zip]

19. Ownership of Documents and Work Papers. Agency shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with the project which is the subject of this agreement, except for Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to Agency upon termination or completion of the agreement. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from Agency and subject to any copyright protections.
20. Priority. The contract consists of this agreement with exhibits, the procurement Request for Proposals 2017PSS (hereinafter referred to as RFP and attached as Schedule [] , and the response dated [date] by [CONTRACTOR NAME] (hereinafter referred to as Proposal and attached as Schedule []). Any ambiguities, conflicts or questions of interpretation of this contract shall be resolved by first, reference to this agreement with exhibits and, if still unresolved, by reference to the RFP and, if still unresolved, by reference to the Proposal. Omission of any term or obligation from this agreement or attached Schedules [] or [] shall not be deemed an omission from this contract if such term or obligation is provided for elsewhere in this contract.
21. Record Retention and Access to Records. Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers, and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three-year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three-year period, whichever is later.
22. Right to Audit. Contractor shall maintain such financial records and other records as may be prescribed by the Agency or by applicable federal and state laws, rules, and regulations.

Contractor shall retain these records for a period of three (3) years after final payment, or until they are audited by the Agency, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees, or other authorized bodies.

23. 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.
24. Waiver. No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to this agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of this agreement will void, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults.

ATTACHMENT D Proposal Cover Sheet

Agency _____	For Office Use Only Proposal Number _____
--------------	--

Date Submitted _____

Organization _____

Name _____

Mailing Address _____

Title _____

Address _____

Phone _____

Proposed Project Director _____

Fax _____

Service Area (List Counties) _____

Email _____

Executive Director _____

Organization's Tax ID No. _____

Price _____

Indicate if this organization is minority or women owned (For Classification Purposes ONLY)

Minority-Owned _____ Women-Owned _____

Provide a brief description of the proposed project (Limited to space provided).

Authorized Representative (No Stamped Signature)

Date

ATTACHEMENT E
Required Letter of Intent

Date _____

Mr./Ms./Dr. _____
Title _____
Address _____
City, State, Zip Code _____

Dear Mr./Ms./Dr.: _____

This letter confirms our intent to submit a proposal pursuant to RFP No. _____

_____ service area includes _____. Also,
Organization Name

in compliance with the requirements of the letter of intent, _____
Organization Name
submits the following information:

Contact Person's Name: _____

Contact Person's Title: _____

Phone Number: _____

Fax Number: _____

Tax I.D. Number: _____

DUNS Number: _____

Physical Address: _____

Authorized Official's Email Address: _____

Thank you for your consideration.

Sincerely,

Authorized Official

ATTACHMENT F
Proprietary Information Form

Did the proposer submit any information to the agency for the Request for Proposal #2017PSS which contained trade secrets or other proprietary data which the contractor wishes to remain confidential in accordance with Section 25-61-9 and 79-23-1 of the Mississippi Code?

Yes _____

No _____

If yes, please indicate which parts/pages below that the contractor wishes to designate as proprietary.

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Authorized Official/Title
(No stamped signature)

Date

Name of Organization

ATTACHMENT G

Federal Debarment Verification Form

Please Print/Type Clearly in Blue Ink

Subgrantee's/Contractor's Name	
Authorized Official's Name	
DUNS Number	
Address	
Phone Number	
Are you currently registered with www.sam.gov ? (Respond Yes or No)	
Registration Status (Type Active or Inactive)	
Active Exclusions (Type Yes or No)	

I hereby certify that _____ is not on the list for federal
Subgrantee's Name/Contractor's Name
debarment on www.sam.gov –System for Award Management.

Signature of Authorized Official

Date

ATTACHMENT H
Partnership Debarment Verification Form

Please Print/Type Clearly in Blue Ink

Subgrantee's/Contractor's Name	
Authorized Official's Name	
DUNS Number	
Address	
Phone Number	

I hereby certify that all entities who are in partnership with the Mississippi Department of Human Services (MDHS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – System for Award Management. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to MDHS.

Signature of Authorized Official

Date

ATTACHMENT I
Acknowledgement of Amendment #_____ to RFP No. 2017PSS

I, _____, acknowledge that this RFP has been amended on _____
Authorized Official's Name Date

to include the following:

I, _____, understand that proposals will **only** be accepted from
Authorized Official's Name

proposers who submit this acknowledgement of amendment #_____.

Name of Company

Authorized Official's Typed Name/Title

Signature of Authorized Official
(No stamped signature)

Date

Should an amendment to this RFP be issued, it will be posted on the MDHS website (www.mdhs.ms.gov) in a manner that all proposers will be able to view. Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal, by identifying the amendment number and date in the space provided for this purpose on this form. The acknowledgment must be received by MDHS by the time and at the place specified for receipt of proposals. It is the proposer's sole responsibility to monitor the website for amendments to the RFP.

ATTACHMENT J

Budget Narrative*

Period of Performance: July 1, 2017 – June 30, 2018

<u>Security Service Employee</u>	<u>Hrs Worked</u>	<u>Paid Hr Rate</u>	<u>Hr. Rate Charged to MDHS</u>	<u>Total</u>
Supervisor				
Security Guard Interior				
Exterior Security Guard #1				
Exterior Security Guard #2				
Exterior Security Guard #3				
Exterior Security Guard #4				
Sub-Total #1				

<u>Additional Expense</u>	<u># of Miles</u>	<u>Cost Per Mile</u>	<u>Total</u>
Mileage Expense (outside Metro Jackson Area)			
	<u>Mo. Flat Rate</u>	<u>x 12 months</u>	
Alarm Monitoring (Security/Fire)			
Sub-Total #2			

Grand Total charged to MDHS
(Subtotal #1 plus Sub-Total #2)

Hourly rates must reflect actual amounts earned by security guards excluding any deductions for employment related charges such as a weapon, uniform, etc. Security guard's rate of pay should reflect the level of services and experience required as outlined in these specifications.

Name of Company

Signature

Date

Title

ATTACHMENT K
Formula for Evaluating Cost

- 1. Company A = \$150,000 Company A = 25**
- 2. Company B = \$160,000 Company B = $150,000/160,000 = .9375 \times 25 = 23.4375$**
- 3. Company C = \$180,000 Company C = $150,000/180,000 = .8333 \times 25 = 20.8333$**

Company A is the lowest proposer; therefore, the total evaluation points for price = 25

ATTACHMENT L

Proposal Exception Summary Form

List and clearly explain any exceptions, for all RFP Sections and Exhibits, in the table below.

RFP Reference	Proposer Proposal Reference	Brief Explanation of Exception	MDHS Acceptance (sign here only if accepted)
Reference specific outline point to which exception is taken	Page, section, items in Proposer's proposal where exception is explained	Short description of exception being made	
1			
2			
3			
4			
5			
6			
7			