

## REQUEST FOR PROPOSALS

### OVERVIEW

**MDAH is seeking a professional services contractor(s) to develop and execute a marketing plan that promotes Mississippi attractions to markets outside the state. The goal is to increase out-of-state visitation to Mississippi.**

### PROCUREMENT SCHEDULE

Task	Date
RFP Approval by Bicentennial Commission	9/20/17
First Advertisement Date for RFP	9/22/17
Second Advertisement Date for RFP	9/29/17
Vendor Teleconference	10/2/17, 10 a.m. central time
Deadline for Written Questions	10/4/17, 3 p.m. central time
Deadline for Questions Answered and RFP Amendments posted to MDAH Web Site	10/6/17, 5 p.m. central time
Proposals Due and Opened	10/13/17, 2 p.m. central time
1 <sup>st</sup> Round Proposal Evaluation and Selection	10/16/17 – 10/19/17
2 <sup>nd</sup> Round Interviews	10/27/17
2 <sup>nd</sup> Round Evaluation and Selection / Contract Negotiation	10/27/17
Bicentennial Commission Meeting to approve selection	10/30/17
Notice of Intent to Award	10/30/17
Personal Service Contract Review Board (PSCRB) Meeting	11/14/17
Anticipated Award Date	11/15/17

### SCOPE OF SERVICES

Develop and implement a cohesive and fully integrated marketing plan that targets best markets, platforms, and outlets to reach potential visitors to Mississippi. The plan must include a budget, implementation schedule, and milestones and performance measures. The total budget allowed for this project shall be \$2,598,844.00 to cover all expenses including, but not limited to, contractor's professional fees for marketing plan development, advertisement development, ad placement execution, and pass through costs of advertising.

1. In accordance with page 43 of the Personal Service Contract Review Board Rules and Regulation, dated April 15, 2016, the following mandatory items are disclosed:
  - a. Type of service required: Marketing Planning and Implementation Services
  - b. Description of work: Contractor will be required to develop and execute a marketing plan that promotes Mississippi attractions to markets outside the state.
  - c. Estimate of when and for how long the services will be required: Completion of all advertisements and marketing activities by June 30, 2018.
  - d. Type of contract to be used: Service Contract – See Attachment A (pp. 11 – 20 of this RFP document).

- e. Date for proposal submission: October 13, 2017, 2:00 p.m. LATE PROPOSALS WILL NOT BE ACCEPTED!!! Proposals should be submitted to the William Winter Building, 200 North Street, ATTN: Finance Office, Jackson, MS 39201.
  - f. All proposals will be in writing accompanied by a letter of transmittal, on business letterhead, and signed by the owner or an officer of the business. Additionally, all proposals must include an acknowledgment of all RFP amendments.
  - g. Proposers may designate those portions of the proposal which contain trade secrets or other proprietary data which may remain confidential in accordance with Mississippi Code Annotated 25-61-9 and 79-23-1.
2. As a minimum all proposals will include the following information/documentation:
- a. Name of the proposer, location of the proposer's principal place of business, and the location of the performance of the proposed contract.
  - b. Age of the proposer's business and average number of employees over the past five years.
  - c. Abilities, qualifications and experience of all persons who will be assigned to provide required services.
  - d. A listing of other contracts under which services similar in scope, size, or discipline to the required services were performed within the last five years.
  - e. A detailed plan, including a detailed budget worksheet, describing in as much detail as possible how the services will be performed. The budget worksheet should be contained in a separate sealed envelope within the proposal.
  - f. Letter of transmittal on business letterhead and signed by the owner or staff member authorized to enter into legal contracts on the organization's behalf.
  - g. Letter acknowledging all RFP requirements, terms, and all RFP amendments.
3. Additional Requirements/Information to be included/considered in each proposal:
- a. Email questions to [bicentennialmarketingrfp@mdah.ms.gov](mailto:bicentennialmarketingrfp@mdah.ms.gov) on a Microsoft Word attachment. Questions and answers will be posted to the following website:  
  
<http://www.mdah.ms.gov/bicentennialmarketingrfp/>
  - b. Questions should be submitted NLT October 4, 2017 at 3:00 p.m. Answers will be posted NLT October 6, 2017 at 5:00 p.m. Any amendments will be posted NLT October 6, 2017 at 5:00 p.m.
  - c. Proposer will provide eight (8) printed copies of their proposal and one electronic copy on a thumb drive containing the proposal.
  - d. If selected, the contractor is required to register in the states procurement/payment system, MAGIC. To register the contractor should go to <http://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/>

4. EVALUATION CRITERIA: Contract award will not be based solely on low bid as authorized by the Mississippi State Personnel Board Personal Service Contract Review Board Rules and Regulations, dated. These rules can be located at [www.mspb.ms.gov](http://www.mspb.ms.gov), in the Personal Service Contract Review Board tab located at the top of the webpage. Factors to be used in the evaluation and selection process and relative importance.

- i. The plan for performing the required services; 40% - A narrative that outlines the approach, methodology, timelines and procedures that would be used to complete the Scope of Work.
- ii. 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% - Structure of the agency including length of time in business, number of branch offices and total number of employees
- iii. The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting; 15% - Staffing proposal including the professional biographies of agency personnel who will work on the account including any subcontractors.
- iv. A record of past performance of similar work; 10% - Past relevant experience related to branding and marketing in the tourism industry. Proposals should include examples of past work including the project results.
- v. Price; 15% - Proposals should detail all non-advertising costs, including proposer's fees. The proposer's professional and administrative fees will be the basis for this portion of the evaluation.

5. The agency may conduct discussions with responsible proposers to clarify questions. All information provided to proposer will be afforded to all responsible proposers via <http://www.mdah.ms.gov/bicentennialmarketingrfp/>

6. The budget total for this project shall be \$2,598,844.00. Vendors must submit a detailed budget worksheet that includes the breakdown of the total budget that will be used for the vendor's fees and advertising fees. The non-advertising fees will be used in the evaluation of the price criteria.

7. Responders submitting the top three (3) scoring Proposals will be interviewed by the Evaluation Committee. Should fewer than three (3) Proposals be received, all Respondents submitting responsive Proposals will be interviewed. Following interviews, a determination will be made as to whether or not to (1) request best and final offers from interviewed Responders, (2) rescore interviewed Responders, or (3) recommend award based upon original scoring utilized to establish short-list. Should best and final offers be solicited, only Proposals from the interviewed Responders will be accepted. Scoring of best and final offers will be by the same Evaluation Committee utilizing the Evaluation Criteria identified above. Oral presentations will be one hour in length with an additional 20 minutes for question and answer period. The oral presentation process will include:

- i. Each responder will show how they would tell the Mississippi story while growing tourism in the state and generating significant ROI. Each agency will provide examples of proposed creative work product and tactics.
- ii. Using a past campaign as an example, the agency will show how their strategies worked to create a successful marketing campaign for that entity.
- iii. Each responder will show the many functions they provide including account management, media buying, social media strategy, social media implementation, writing, design, production, web design and content management.

8. Awarded contractor must agree to use MDAH's standard contract including in this document as Attachment A.

9. The Mississippi Department of Archives and History reserves the right to reject any and/or all bids and to waive all informalities.

10. The following are required legal terms for this RFP:

#### **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.

#### **AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of the Department of Archives and History 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 Department of Archives and History, the Department of Archives and History 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 Department of Archives and History of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

#### **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>.

#### **COMPLIANCE WITH LAWS**

Contractor understands that the Department of Archives and History 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 PSCRB Rules and Regulations Page 144 Effective Date 4/15/2016 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.

#### **STOP WORK ORDER**

(1) **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: (a)

cancel the stop work order; or, (b) terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.

(2) **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: (a) the stop work order results in an increase in the time required for, or in Contractor's properly allocable to, the performance of any part of this contract; and, (b) 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.

(3) **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.

(4) **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.

#### **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.

#### **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 Personal Service Contract Review Board Rules and Regulations*.

#### **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 Department of Archives and History by the time and at the place specified for receipt of proposals. Amendments will be located on the following website and it is the responsibility of the proposer to monitor:

<http://www.mdah.ms.gov/bicentennialmarketingrfp/>

#### **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.

#### **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.

#### **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. PSCRB Rules and Regulations Page 146 Effective Date 4/15/2016

#### **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: (1) 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; (2) 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, (3) 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.

#### **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.

#### **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 PSCRB Rules and Regulations Page 147 Effective Date 4/15/2016 commercial or financial information and shall be available for examination, copying, or reproduction.

#### **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.

#### **CONTRACTOR PERSONNEL**

The Department of Archives and History 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

Department of Archives and History reasonably rejects staff or subcontractors, Contractor must provide replacement staff or subcontractors satisfactory to the Department of Archives and History in a timely manner and at no additional cost to the Department of Archives and History. The day-to-day supervision and control of Contractor's employees and subcontractors is the sole responsibility of Contractor.

#### **DEBARMENT AND SUSPENSION**

Contractor certifies to the best of its knowledge and belief, that it: (1) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency or any political subdivision or agency of the State of Mississippi; (2) has not, within a three year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; PSCRB Rules and Regulations Page 152 Effective Date 4/15/2016 (3) has not, within a three year period preceding this proposal, been convicted of or had a civil judgment rendered against it for a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (4) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of these offenses enumerated in paragraphs two (2) and (3) of this certification; and, (5) has not, within a three year period preceding this proposal, had one or more public transactions (federal, state, or local) terminated for cause or default.

#### **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.

#### **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.

#### **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.

#### **OWNERSHIP OF DOCUMENTS AND WORK PAPERS**

The department of Archives and History 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 the Department of Archives and History 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 the Department of Archives and History and subject to any copyright protections.

#### **UNSATISFACTORY WORK**

If, at any time during the contract term, the service performed or work done by Contractor is considered by the Department of Archives and History to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, Contractor shall, on being notified by the Department of Archives and History, immediately correct such deficient service or work. In the event Contractor fails, after notice, to correct the deficient service or work immediately, the Department of Archives and History shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of Contractor.

#### **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 Mississippi Department of Archives & History 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 Mississippi Department of Archives & History in writing and identify its attorney by name, address, and telephone number. The Mississippi Department of Archives & History 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 7-114.07, Post-Award Vendor Debriefing, of the *Personal Service Contract Review Board's Rules and Regulations*.

#### **PROTEST**

Potential Vendors may protest any of the specifications of this RFP on the belief that the specification is unlawful, unduly restrictive, or unjustifiably restraining to competition. Any such protest must be in writing and submitted to the **MDAH** Executive Director along with the appropriate protest bond within five (5) working days of the Official Release of the RFP. The outside of the envelope must be marked "Protest" and must specify RFP number 2017-3.

As a condition precedent to filing any protest related to this procurement, the Vendor must procure, submit to the **MDAH** Executive Director with its written protest, and maintain in effect at all times during the course of the protest or appeal thereof, a protest bond in the full amount of the total estimated project lifecycle cost or **\$250,000.00**, whichever is less. The total estimated project lifecycle cost will be the amount used by **MDAH** in the computation of cost points, as the low cost in the denominator of the cost evaluation formula. The bond shall be accompanied by a duly authenticated or certified document evidencing that the person executing the bond is a licensed Mississippi agent for the bonding company. This certified document shall identify the name and address of the person or entity holding the protest bond and shall identify a contact person to be notified in the event that the State is required to take action against the bond. The protest bond shall not be released to the protesting Vendor until the protest is finally resolved and the time for appealing said protest has expired. The protest bond shall be procured at the protesting Vendor's expense and be payable to the Mississippi Department of Archives and History.



Prior to approval of the protest bond, **MDAH** reserves the right to review the protest bond and require the protesting Vendor to substitute an acceptable bond in such form as the State may reasonably require. The premiums on such bond shall be paid by the protesting Vendor. The State may claim against the protest bond as specified in Section 25-53-5 (n) of the Mississippi Code of 1972, as amended during the 1998 Mississippi legislative session, in addition to all other rights and remedies the State may have at law or in equity.



Attachment A

## MISSISSIPPI Department of ARCHIVES & HISTORY



### CONTRACTUAL AGREEMENT

#### FOR INDEPENDENT CONTRACTOR

**THIS AGREEMENT** made and entered into by and between the Mississippi Department of Archives & History, an agency of the State of Mississippi (the "Department"),

and, \_\_\_\_\_

whose Vendor # is \_\_\_\_\_,

and whose address for mailing is \_\_\_\_\_,

hereinafter individually and collectively referred to as ("Contractor").

#### WITNESSETH:

In consideration of the mutual covenants contained herein, and subject to the terms and conditions hereinafter stated, it is hereby understood and agreed by the parties hereto as follows:

**I. SCOPE OF SERVICES:** (Please include an attachment for lengthy descriptions titled Attachment A and notate below *Please see Attachment A for detailed Scope of Services*)

**II. PERIOD OF PERFORMANCE:**

The term of this Agreement shall commence on \_\_\_\_\_

and shall expire on \_\_\_\_\_.

**III. COORDINATION OF SERVICES:** Contractor shall coordinate the performance of the

services to be provided hereunder through \_\_\_\_\_,

director of \_\_\_\_\_ division,

or his/her designee and consult with said director on specific courses of action which should be pursued.

**IV. 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 Department, and the Department shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The Department 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 Department shall not provide to Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the State for its employees.

**V. PAYMENT TERMS:** In full consideration for the performance of the Services hereunder, and for any rights granted or relinquished by the contractor under this Agreement, the Department shall pay Contractor as follows (mark as applicable):

\_\_\_\_\_ on a time and materials basis at the following rates: \_\_\_\_\_  
or

\_\_\_\_\_ a fixed fee (the "Fee") in the amount of \$ \_\_\_\_\_ payable in installments as

follows: \_\_\_\_\_

Payments shall be preceded by an invoice from Contractor (to be submitted monthly), which the Department shall then pay in the ordinary course.

Upon approval, Department will reimburse Contractor for reasonable and necessary expenses incurred in the performance of the Services; provided, however, any necessary travel will be based on a mileage allowance for use of automobile at the maximum rate permitted by the Internal Revenue Service. Any airline travel will be at coach rates.

Total contract, including fringe, travel, and other expenses related to carrying out this

Agreement, shall not exceed \$ \_\_\_\_\_.

Contractor acknowledges and agrees that, except as provided herein, it shall not be entitled to, and the Department shall not be obligated to pay, any monies or other compensation for the Services provided and rights granted under this Agreement.

**VI. RETIREE:** Is Contractor drawing retirement benefits from the Public Employee's

Retirement System (PERS)? \_\_\_\_\_ YES or \_\_\_\_\_ NO

If yes, Contractor represents that it has separated from State service with Mississippi and all covered employers after retirement for a ninety (90) day separation period. Contractor represents that it has received an approval notification from PERS and included it as an attachment to this contract.

**VII. 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. Miss. Code Ann. § 31-7-305 (1972, as amended).

**VIII. 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.

**IX. AVAILABILITY OF FUNDS:** It is expressly understood and agreed that the obligation of the Department 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 Department, the Department 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 Department of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

**X. 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. Contractor expressly agrees that under no circumstances shall the Department be obligated to pay an attorney's fee, prejudgment interest or the cost of legal action to Contractor. Further, nothing in this contract shall affect any statutory rights that the Department may have and such rights cannot be waived or limited by contract.

**XI. PROCUREMENT REGULATIONS:** The contract shall be governed by the applicable provisions of the *Mississippi Personal Service Contract Review Board Regulations*, a copy of which is available at 210 East Capitol, Suite 800, Jackson, MS, for inspection, or downloadable at [www.mspb.ms.gov](http://www.mspb.ms.gov).

**XII. 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.

**XIII. 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 Personal Service Contract Rules and Regulations*.

**XIV. 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.

**XV. COMPLIANCE WITH LAWS:** Contractor understands that the Department 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.

**XVI. 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. Miss. Code Ann. §§ 71-11-1 *et seq.* (1972, as amended). 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:

- (1) termination of the contract for services and ineligibility for any state of public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
- (2) 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,
- (3) 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.

**XVII. ANTI-ASSIGNMENT/SUBCONTRACTING:** Contractor shall not assign, subcontract or otherwise transfer this agreement, in whole or in part, its rights or obligations under this contract without prior written consent of the Department. Any attempted assignment or transfer without said consent shall be void and of no effect.

**XVIII. SEVERABILITY:** If any term or provision of this contract is prohibited by the laws of this State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of this contract shall not be affected thereby and each term and provision of this contract shall be valid and enforceable to the fullest extent permitted by law.

**XIX. MODIFICATION OR RENEGOTIATION:** This agreement may be modified, altered or changed only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal, state and/or the Department revisions of any applicable laws or regulations make changes in this agreement necessary.

**XX. CHANGE IN SCOPE OF WORK:** The Department may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by Contractor that the scope of the project or of Contractor's services has been changed, requiring changes to the amount of compensation to Contractor or other adjustments to the contract signed by the Department and the Contractor.

If Contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to Contractor, Contractor must immediately notify the Department in writing of this belief. If the Department believes that the particular work is within the scope of the contract as written, Contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the contract.

**XXI. TERMINATION FOR CONVENIENCE:**

- (1) *Termination.* The Agency Head or designee may, when the interests of the Department so require, terminate this contract in whole or in part, for the convenience of the Department. 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.
- (2) *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 Department. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

**XXII. TERMINATION FOR DEFAULT:**



- (1) *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.
- (2) *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.
- (3) *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.
- (4) *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," in cost-reimbursement contracts, "Termination").
- (5) *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.
- (6) *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.

**XXIII. TERMINATION UPON BANKRUPTCY:** This contract may be terminated in whole or in part by the Department 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.

**XXIV. STOP WORK ORDER:**

- (1) *Order to Stop Work.* The procurement officer of the Department, 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:
  - a) cancel the stop work order; or,
  - b) terminate the work covered by such order as provided in the Termination clause of this contract.
- (2) *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:
  - a) 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,
  - b) 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 the final payment under this contract.
- (3) *Termination of Stopped Work:* If a stop work order is not canceled and the work covered by such order is terminated, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.
- (4) *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.

**XXV. NON-WAIVER OF BREACH:** Failure by the Department, at any time, to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Department to enforce any provision at any time in accordance with its terms.

**XXVI. COPYRIGHT:** Copyright to all work products regardless of physical format-including, but not limited to, photographs, software, source code, research notes and compilations, draft and finished written works, and published materials – produced by Contractor in the scope of their contract with the Department belongs to the Department.

**XXVII. CONFIDENTIAL INFORMATION:** Contractor shall treat all Department data and information to which it has access by its performance under this contract as confidential and shall not disclose such data or information to a third party without specific written consent of the Department. In the event that Contractor receives notice that a third party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of such information, Contractor shall promptly inform the Department and thereafter respond in conformity with such subpoena to the extent mandated by state and/or federal laws, rules and regulations. This Article shall survive termination or completion of this contract and shall continue in full force and effect and shall be binding upon Contractor and its agents, employees, successors, assigns, subcontractors, or any party or entity claiming an interest in this contract on behalf of, or under the rights of Auditor following any termination or completion of this contract.

**XXVIII. TRANSPARENCY:** This contract, including any accompanying exhibits, attachments, and appendices, is subject to the “Mississippi Public Records Act of 1983,” and its exceptions. See Miss. Code Ann. §§ 79-23-1 (1972, as amended). In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Miss. Code Ann. §§ 27-104-151 *et seq.* (1972, as amended). 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.

**XXIX. ENTIRE AGREEMENT:** This contract constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes or replaces any and all prior negotiations, understandings, and agreements, written or oral, between the parties relating thereto.

**XXX. AUTHORIZATION:** Both parties hereto represent that they have authority to enter into this contract and that the individuals executing this contract are authorized to execute it and bind their respective parties.

**IN WITNESS WHEREOF,** the parties have executed this Agreement to be effective as of the commencement date outlined in Clause II.

**Independent Contractor**

**Department of Archives & History**

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(name of representative, title, co. name)

*Katie Blount, Director, MDAH*

Date: \_\_\_\_\_

Date:

\_\_\_\_\_