



**MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY**  
OFFICE OF THE GOVERNOR  
MARK HENRY  
EXECUTIVE DIRECTOR

**REQUEST FOR PROPOSALS**

**No. 15-01**

*For the selection of a service provider for*

Security Services

Proposals are due:

**BY:** 2:00 P.M., CST  
**ON:** FEBRUARY 24, 2015  
**TO:** Danny Lynch, Department Chief  
Procurement  
**AT:** Mississippi Department of Employment Security  
1235 Echelon Parkway  
Jackson, Mississippi 39213

Please address questions:

**TO:** Danny Lynch, Department Chief  
Procurement  
**AT:** Mississippi Department of Employment Security  
1235 Echelon Parkway  
Jackson, Mississippi 39213  
**EMAIL:** [bids@mdes.ms.gov](mailto:bids@mdes.ms.gov)

Equal Opportunity Employer/Program  
Auxiliary aids and services available upon request  
to individuals with disabilities: TDD/TTY 601-321-6056

**Security Services**  
**REQUEST FOR PROPOSALS**  
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*Attachment A -Proposal Package*

*Attachment B- General Contract Provisions*

**I. Services & Prices**

The Mississippi Department of Employment Security (hereinafter “**MDES, Agency or State**”) is requesting proposals for the provision of security services at the Agency’s State Office facility. MDES may require additional security guards statewide on an as needed basis. Any locations in the Jackson Metropolitan and other areas of the state will be covered under the terms of the proposed contract.

Security services will consist of the labor, materials, equipment and supervision necessary to fulfill the requirements of this Request for Proposals (RFP).

The contract to be awarded will be a fixed price agreement and will require services to be performed by one selected contractor. The contractor will designate one person who will be responsible for all activities required to fulfill the specifications of said contract. This individual shall be vested with the authority to make decisions and commitments on behalf of the contractor during performance of the contract.

**II. Duration**

The initial term of the security contract shall be from May 1, 2015, through April 30, 2019, with an option to renew for up to one (1) additional twelve (12) month period provided, however, that any contract extension shall be under the same prices, terms, and conditions identified in the contract, and shall be agreed to, in writing, by the State and the Independent Contractor. Renewal of the contract, relative to the option year, will become effective on May 1, 2019. The period of performance under the initial contract term and under any extension (option year) shall be conditioned upon the receipt of funds and satisfactory performance during prior years as determined by MDES.

**III. Relationship of Parties**

It is expressly understood and agreed that MDES enters into a contract with the selected contractor based on the purchase of professional services and not based on an employer-employee relationship. For all purposes under this contract:

1. The Contractor represents that it has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required under this contract. Such personnel shall not be deemed in any way,

directly or indirectly, expressly, or by implication, to be employees of MDES.

2. Any person employed by the Contractor to perform the services thereunder shall be the employee of the Contractor, who shall have the sole right to hire and discharge its employee. MDES may, however, direct the Contractor to replace any of its employees under this contract.
3. The Contractor shall pay, when due, all salaries and wages of its employees, and it accepts exclusive responsibility for the payment of Federal Income Tax, State Income Tax, Social Security, Unemployment Compensation and any other withholdings that may be required.

#### **IV. Contract Administration**

The contract awarded subsequent to this solicitation shall be administered by MDES. The selected contractor will be reimbursed for allowable costs that have been identified and approved in a contract that the selected contractor and MDES have negotiated and executed. Contractors will be required to maintain documentation necessary to support each cost. All invoices submitted by the Contractor for payment of services performed pursuant to the contract shall be submitted as follows:

Chief Fiscal Officer  
Mississippi Department of Employment Security  
P.O. Box 1699  
Jackson, MS 39215-1699

MDES agrees to pay Contractor in accordance with Mississippi law on “Timely Payments for Purchases by Public Bodies”, Sections 31-7-301, et seq. of the 1972 Mississippi Code Annotated, as amended, which generally provides for payment by the State within forty-five (45) days of receipt of the invoice. Contractor understands and agrees that MDES is exempt from the payment of taxes. All payments shall be in United States currency.

The State requires the Contractor to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State. Payments by state agencies using the Mississippi Accountability System for Government Information and Collaboration (MAGIC) shall be made and remittance information provided electronically by the State. These payments shall be deposited into the bank account of the Contractor’s choice. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

Acceptance by Contractor of the payment from MDES shall operate as a release of all claims against the State by the Contractor.

#### V. **Statement of Work**

MDES is requesting sealed proposals to establish a contract with a provider of **armed** security guards to furnish twenty-four (24) hour services at MDES facilities in the Jackson Metropolitan area (**or other areas of the state as needed**). MDES currently has need of the following security services:

1. Twenty-four hour, seven days per week, security services at MDES headquarters located at 1235 Echelon Parkway, Jackson, MS 39213.
2. One security guard four (4) hours per week at the WIN Job Center, 212 St. Paul Street, Pearl, Mississippi 39208 during the fall and spring academic semesters;
3. One security guard nine (9) hours per day, five (5) days per week at the Hinds County WJC, 5959 I 55 N. Frontage Rd., Ste. C, Jackson, Mississippi 39213.

MDES may require additional security guards at other agency facilities in the **Jackson Metropolitan area or other areas of the state as needed**. Any locations in the **Jackson Metropolitan and other areas of the state** will be covered under the terms of the proposed contract.

#### VI. **Contractor Duties**

The specific responsibilities of the contractor are as follows:

1. Provide qualified, competent, well-trained, uniformed armed security guards to secure and protect the property of MDES against fires, thefts, and damage or destruction by sabotage, riots, or other intentional acts of violence during the period of coverage.
2. Properly manage and supervise the security guards provided. The security guard service provider will supervise the performance of the work by the security guards and shall *perform* weekly random and periodic calls on MDES property to determine the manner in which the security guards are discharging their duties.
3. Have available, for immediate use, replacement personnel for temporary replacements with individuals who have the same qualifications as the person they are replacing. Permanent replacements must be agreed to by MDES.
4. Provide all materials, including serviceable firearms, and clothing required herein, and any other item reasonably necessary for security guards to properly provide professional and competent security services.
5. Remove from duty any security guard not fully performing his security duties. MDES reserves the right to request immediate removal of any guard for whatever reason deemed necessary by our management.
6. Ensure that each security guard providing security services is doing so effectively and according to MDES security policies. The security guards will be subject to all MDES regulations while on the premises of MDES property and must meet and continue to meet with the approval of MDES management.
7. Communicate with and provide all required written reports to the designated MDES manager(s).

8. Verify employment records of all employees with results provided to the Agency on a per request basis.
9. Perform a background check, **unless specifically waived by MDES**, on every security guard providing security services for the Agency. Such check shall include: a) recent test for substance abuse, b) confirmation of honorable discharge from military (where having been in the military), c) criminal records check to uncover criminal convictions and DUI's, d) nature of previous employment dismissals, and e) existence and nature of any denials of security or serviceable firearm licenses/permits/certification/right to purchase. **The results of the background investigation shall be submitted to MDES management forty-eight (48) hours prior to a guard being placed on site. Any waivers, relative to this requirement, will be on an individual basis.**
10. **Ensure that each security guard has a valid gun permit and firearm certification and provide a copy to MDES.**
11. Maintain accurate quality control records including the disposition of all complaints and allow inspection of said records when requested by the Agency.
12. Provide monthly invoices.
13. Handle disciplinary matters promptly.
14. Provide random and periodic drug and alcohol testing for all security guards every six months and immediate removal of any individual who tests positive for drug or alcohol use.
15. Removal of any security guard who is charged with any criminal acts (excluding traffic violations) until such time as that individual may be cleared of such charges.

## VII. MDES Duties

The specific responsibilities of the MDES are as follows:

1. Monitor Independent Contractor's employees.
2. Provide a copy of all policies and procedures by which the employee is to abide.
3. Provide timely payment for services in accordance with Section 31-7-301, et seq. of the 1972 Mississippi Code Annotated, as amended, which generally provides for payment by the Agency within forty-five (45) days of receipt of invoice.

## VIII. Security Guard Requirements

### A. Management and Supervision of the Security Guards

1. Ensure that all guard duties, as enumerated, are implemented and carried out.
2. Ensure proper assignment coverage.
3. Ensure proper investigations and reporting.
4. Ensure that all security guards are properly equipped and dressed.
5. A watch commander or other supervisory personnel will make random and periodic visit to the MDES headquarters on weekly basis.

6. Security guards are required to call a twenty-four (24) hour manned dispatch center each hour between the hours of 7:00 p.m. and 7:00 a.m. If the security guard fails to make such call within fifteen (15) minutes subsequent to the hour mark, the dispatch center will call the post to determine if a problem exists. If the dispatch center cannot contact the post within fifteen (15) minutes, a watch commander or their supervisory personnel will be immediately dispatched to physically check the post. MDES will not be responsible for any long-distance or toll telephone charges related to this procedure. MDES will provide a cellular phone for the MDES Headquarters post for emergency use only.

**B. Security Guard Duties**

Security guard duties will include, but not be limited to, the following:

1. The security guard must protect MDES staff and visitors from harm in any event there is a threat to the well-being of the staff or visitors on MDES properties they are responsible for guarding.
2. The main posts for the on-duty security guards for the Echelon Parkway Building will be the entrance atrium and the outdoor premises. At the entrance atrium, the security guard will perform periodic checks of employees' identification cards, assist with visitor sign-in, and operate all electronic monitoring equipment. The security guard service provider should also include in their proposal a plan to secure the outdoor premises of the Echelon Parkway Building and to ensure the safety of MDES employees arriving and leaving work. Contractor will be provided an off-road vehicle to patrol outdoor premises at the Echelon Parkway Building. The Pearl and the Hinds County offices main post will be the lobby areas.
3. Security Guards will make rounds inside the buildings at one-hour intervals during the 24-hour shift.
4. Secure all doors/gates and turn out unnecessary lights after employees and security crews have gone for the day.
5. Assist with security clearances for those claimants/applicants and visitors who enter the buildings.
6. Be professional, courteous, and friendly with MDES personnel and visitors to the Agency.
7. Be awake and alert at all times.
8. Comply with all guard duty standards for the security industry and all relevant statutes and ordinances.
9. Be aware of the appropriate law enforcement agency(s) to call in case a crime occurs or a dangerous situation develops.
10. Maintain a neat and clean personal appearance.

11. While on duty, serve exclusively as a security guard and not be engaged in any other job or vocation.
12. Make proper, sufficiently detailed and legible entries in the daily reports.
13. Respond immediately to fire and security alarms indicating a problem.
14. Within the full limits of the law, detain any individual suspected of committing a crime that takes place within the premises to permit further investigation or official arrest.
15. Assist administrative personnel with any emergencies.
16. Faithfully perform, to the best of their ability, their duties and promptly report, in person, or by telephone, to such individuals as MDES may designate any fires, thefts, or attempted thefts, damage or destruction of property, sabotage, or attempted sabotage, riots, acts or attempted acts of violence, circumstances causing suspicion of intended thefts or damage to property and all other matters relating to the safety of MDES property which are discovered by them or which in the exercise of reasonable care should be discovered by them and make written reports with respect thereto.
17. Assist administration with other security-related problems

**C. Security Guard Eligibility Requirements**

Each security guard provided pursuant to the contract shall at a minimum, meet the following standards:

1. Be able to read, write, understand and speak English clearly.
2. Have the following personal traits and abilities: a) tact in dealing with people, b) ability to understand, explain, interpret and apply rules, regulations, directives and procedures, c) ability to accept and respond to instructions and directions.
3. Have no DUI convictions within two (2) years of date of service.
4. Have a valid Mississippi driver's license.
5. Be 21 years of age or older.
6. No criminal history to include felony or misdemeanor. (Exception—traffic violation).
7. Security guards must be qualified to use a serviceable firearm in accordance with current police training standards and re-certify their training as required. Security guards must have a valid weapon's permit issued by the Mississippi Department Public Safety. It shall be the responsibility of the security guard service provider to ensure that the security guard has a firearm permit and has completed all requirements to comply with current police training standards.
8. Have a clean drug and alcohol screening prior to beginning work.

#### **D. Prohibited Conduct**

Security Guards may not engage in any of the following conduct:

1. Flirting or fraternizing with MDES personnel, contractor, or any visitor at the post.
2. Consuming alcohol while on duty or within eight hours prior to; or using illegal or illegally obtained drugs while on duty or within eight hours prior to.
3. Have personal visitors or family members on the job during duty hours.
4. Sleeping while on duty.
5. Removal of keys from the Post or leaving keys unattended at the Post.
6. Smoking except in authorized areas.
7. Use of profanity when dealing with the public or representatives of the Agency while on the grounds of MDES facilities.
8. Off duty guards are prohibited from going on the premises for the purpose of visiting, soliciting or otherwise interfering with the work of on-duty guards during their working hours.
9. Soliciting or otherwise interfering with the work of agency employees.
10. Engaging in illegal or prohibited activity on the grounds of MDES, either during, before, or after work hours.
11. Leaving firearms unattended at any location on MDES properties.

#### **E. Uniform Requirements**

The security guard service will provide all materials, including serviceable firearms, ammunition, nightstick, serviceable flashlight, raingear and any other miscellaneous equipment necessary to properly provide professional and competent services. Security guards shall maintain a neat and clean personal appearance. The proposing security guard service will provide a copy of their dress code or uniform requirements for approval.

### **IX. Compensation**

#### **A. Services Provided Rate**

Compensation for services will be in the form of a fixed price agreement based on the "Hourly Provider Wage Rate." The Hourly Provider Wage Rate is defined as the hourly rate the MDES pays the security guard service provider for services rendered. This includes costs for security guard compensation, taxes, insurance, overhead, profit or other expenses, including serviceable firearms, ammunition, nightstick, serviceable

flashlight and raingear. The proposing contractor should provide this amount in their proposal. (See attachment A of proposal package.) Additionally, the MDES State Office requires the assignment of (1) on-site supervisor. The supervisor must work a minimum of thirty-six (36) hours per week and MDES reserves the right to approve a higher rate of pay for the supervisor based on training, education, and experience. This amount and justification must be included separately from the Hourly Provider Wage Rate in the proposal. MDES may consider a price adjustment clause for cost of living increases over the contract period. Proposing contractors who wish to provide cost of living increases for security service personnel should also include this in their proposal.

**B. Increases in Minimum Wage or Other Government Regulations**

In the event government regulations such as payroll taxes, minimum wage requirements, or other rules and regulations, should require the security guard service provider to increase its compensation to its employees, the MDES agrees to renegotiate the rate being paid the security guard service provider to allow for a portion of such increases and other overhead cost, i.e.: insurance, general and administrative expenses; however, this will only apply if the security guard service's employees are being paid at a minimum wage rate. If adjustments are sought for workers who are paid more than minimum wage, this will be handled through a negotiation process. If any cost of living increase for the employees is agreed upon, it will be deducted from any minimum wage increase before it is applied for the remainder of that fiscal year. Under no circumstances will the increase for overhead cost exceed twenty-five percent (25%) of the increase in compensation to the employees of the security guard service provider. When calculating the twenty-five percent (25%) for overhead cost, any fractional cent equal to or in excess of one half cent will be rounded to the next highest cent. Prior to each increase, the security guard service provider and MDES will concur, in writing, as to appropriate hourly provider wage rate and minimum employee wage rate that will become effective under the circumstances noted in this paragraph. In instances where renegotiations fail, MDES reserves the right to invoke the "Termination for Convenience" clause of the contract between the Agency and the security guard service provider.

**C. Maximum Duty Shifts**

**1. Shifts Not to Exceed Twelve Hours**

No security guard or supervisor will work more than twelve (12) hours including any and all breaks, in a twenty-four (24) hour period. MDES management, in an emergency situation, can waive

this when circumstances are beyond the control of the security guard service provider.

## **2. Shift Relief**

Notwithstanding the previous subsection, no security guard shall leave his post of duty unless relieved by appropriate personnel.

## **X. Site Visit**

There will be a walkthrough of the MDES State Office facility located at 1235 Echelon Parkway, Jackson, Mississippi, on February 12, 2015, at 1:30 p.m. Prospective contractors are strongly encouraged to attend this visit.

## **XI. Affidavit Attesting To Eligibility**

Upon approval of the contract by the Mississippi Personal Service Contract Review Board, a representative of the selected contractor shall submit a currently dated sworn affidavit in a form acceptable to the Chief of Procurement for MDES that fully identifies himself, indicates his tenure and position with the contractor and includes substantially the following language:

“I am personally familiar with the efforts to check the backgrounds and qualifications of all security guards and supervisors who my security agency now intends to use under the MDES contract. I have also read and am familiar with the security guard eligibility requirements contained in the contract with MDES. It is my honest and firmly held opinion, based on what I believe to be a reasonable basis for forming such an opinion, that all such guards and supervisors are fully eligible according to the contract. It is further my firm understanding that my security company has a strong and clear policy against assigning any guard or supervisor to duties under the MDES contract unless he is fully eligible.”

## **XII. Legal Holidays**

Although offices will be closed on Legal Holidays, security guard services will still be required inside at MDES headquarters, unless notified by MDES that guard services is needed elsewhere. Legal Holidays for the Agency are as follows:

- January 1 – New Year’s Day
- The third Monday of January – Robert E. Lee/Dr. Martin Luther King’s Birthdays
- The third Monday of February – Washington’s Birthday
- The last Monday of April – Confederate Memorial Day
- The last Monday of May – Jefferson Davis’ Birthday and National Memorial Day
- July 4 – Independence Day
- The first Monday of September – Labor Day
- November 11 – Veteran’s Day

- A day fixed by proclamation of the Governor – Thanksgiving Day
- December 25 – Christmas Day
- Any other day designated by the Governor’s Office at a legal holiday. (This usually includes the day after Thanksgiving and one extra day at Christmas).

**XIII. Changes in Scope Of Work**

MDES 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 the Contractor that the scope of the project or of the Contractor’s services has been changed, requiring changes to the amount of compensation to the Contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract signed by MDES and the Contractor.

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

**XIV. Proposal Requirements**

**A. Letter of Introduction**

Name of Security Service Provider  
 Project Title  
 Name of Project Director  
 Contact Person  
 Address  
 Telephone, Fax number and E-mail address

**B. References**

Each prospective security service provider must furnish, with their proposal, a listing of at least three (3) references that have been using the services requested in the RFP. These references must have facilities of similar size to the MDES State Office facility. The reference list must include names, company being represented, phone numbers, and email addresses. The MDES reserves the right to request information about the proposer from any previous customer of whom the State is aware, even if that customer is not included in the list of references.

**C. Required Information**

1. The name of the offeror, the location of the principle place of business and, if different, the place of performance of the proposed contract.
2. Length of time the security guard service has been in business and the average number of employees working in the field of the services requested in the RFP.
3. A Proposal Plan for performing the required services as outlined in Section IV, Statement of Work, which should include technical or educational training, general experience, and specific experience in providing the required services. The plan should include information addressing the following information:
  - a. Listing of qualifications and experience of key employees who would be assigned to the Agency to provide the required services,
  - b. Listing of any applicable equipment and/or facilities currently available where the services will be performed or demonstrated to be made available at the time of contracting,
  - c. Description of the number of security guards the proposing contractor believes is adequate to secure the MDES State Office headquarters and where you think the security staff should be stationed,
  - d. Description of the level and frequency of training the security professionals will have, along with a plan for requalifying or recertification training,
  - e. Description of the methods that will be employed daily to detect threats to MDES visitors,
  - f. Description of the security guard service provider's philosophy regarding the combination and relationship of security services and customer service.
4. Additional information about similar work performed and any other information that demonstrates the prospective Contractor's expertise and abilities in the areas of the solicitation.
5. Price
6. Optional Services Plan (if including in proposal)

## **XV. Proposal & Award Rules**

### **A. Proposal Format**

**All proposers must use the attached fill-in-the-blanks Proposal Package (*Attachment B*). Proposals should be (1) typed and non-reduced, (2) on only one side of each page, and (3) numbered in sequence.**

Unless submitted via the Mississippi Accountability System for Government Information and Collaboration (MAGIC), the proposal submission must consist of one original and four copies. The original must be signed by a person authorized to sign for the proposer's organization. Omissions, inaccurate submissions, or out-of-order responses may cause Proposer's score to be reduced substantially, and may lead to proposal rejection.

### **B. Acceptance of Proposal Content**

MDES reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is one that does not affect the cost stated in the proposal, give one party an advantage or benefit not enjoyed by all parties or adversely impact the interest of MDES. Waivers, when granted, shall in no way modify the RFP requirements or excuse a party from full compliance with the RFP specifications and other contract requirements if the party is awarded the contract. The contents of the proposal of the selected contractor may become contractual obligations if a contract ensues. Failure of the selected contractor to accept these obligations may result in cancellation of the award. Precedence of contractual documents will be Contract, RFP, and Proposal (as accepted).

### **C. Due Date**

**Proposals must be received by 2:00 p.m. CST, Wednesday, February 24, 2015.**

Proposals sent through the mail must be addressed to:

Mississippi Department of Employment Security  
1235 Echelon Parkway  
Jackson, Mississippi 39213

Attention: Procurement  
(601)-321-6134

Deposit of a proposal into the mail or delivery to a different person or address does not constitute proposal submission unless the proposal is in fact received at the foregoing address by the time stated. Hand delivery of proposals is

strongly encouraged. Receipts will be issued upon request. Proposals that are hand-delivered must be submitted to the above address by the foregoing date and time. Proposals will also be accepted through the MAGIC system.

#### **D. Rejections of Proposals**

MDES has the authority to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of MDES.

#### **E. Changes**

All awards will be based upon fund availability. MDES reserves the right to terminate or modify any part of this procurement process at any time and for any reason; to award one contract or multiple contracts; to negotiate changes; to make no awards; and to issue new and/or revised policies and clarifications at any time. If it becomes necessary to revise any part of this RFP, addenda will be provided to all entities who received the original RFP.

#### **F. Proposal Authorship and Ownership**

Use of professional proposal writers is discouraged since the quality of the proposal is one method for evaluating the skills of the staff and the ability of the organization to run the campaign. All proposal writers who do not work for the proposing organization on an ongoing basis must be identified and cannot be paid proposal writing fees from current or future MDES awards.

All proposals become property of MDES. Proposals will be made available for inspection only after award of contract. For this reason, proprietary material should be clearly labeled as such. The classification of an entire proposal as proprietary or trade secret is not acceptable and may result in rejection of the proposal. Request to review proprietary information will be handled in accordance with state law and applicable procedures. All disclosures of proposal information to interested parties will be made in compliance with MDES's policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 26-61-1 of the Mississippi Code and exceptions found in Section 25-61-9 and 79-23-1.

#### **G. Conflict of Interest**

All proposals must be accompanied by a statement disclosing (1) any involvement, financial or otherwise, that an employee, officer or agent of MDES may have in the prospective Contractor's organization and (2) any involvement, financial or otherwise, that any employee, officer of any other governmental agency may have in the prospective consultant's organization.

## **H. Equal Opportunity and Fair Treatment Assurance**

Contracts, grants, loans, purchases, and all other financial transactions are administered by MDES equally to all without regard to race, color, creed, sex, religion, national origin, disability, or age. In addition, Proposer understands that MDES 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 Proposer agrees during the term of the agreement that Proposer will strictly adhere to this policy in its employment practices and provision of services. Proposer 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.

## **I. Common Rule**

In accordance with Section .36 (e); A.110.44 (b) of the Common Rule, MDES encourages, whenever possible, the utilization of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms.

## **J. Fiscal Administration**

Each service provider must establish and maintain accounting and reporting systems that meet MDES and Federal requirements.

## **K. Audit Bonding and Insurance**

Each public or non-profit organization that expends a total of five hundred thousand dollars (\$500,000.00) or more in Federal funds from all funding sources must conduct a single audit in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations. Any audit shall comply with applicable Federal and MDES rules, regulations, policies and procedures.

Each private-for-profit organization that expends five hundred thousand dollars (\$500,000.00) or more in Workforce Investment Act (WIA) funding within its fiscal year must conduct an organization-wide financial and compliance audit performed on that fiscal year, in accordance with generally accepted government auditing standards (GAGAS), or a program-specific audit performed in accordance with generally accepted government auditing standards (GAGAS).

Organizations that are not currently funded by MDES **must** submit a copy of their most recent audit.

Prior to initial disbursement of funds, MDES shall receive a statement from the contractor's insurer certifying that it has appropriate and comprehensive insurance covering any incident arising from its operation. Such insurance shall at a minimum, include the following types of insurance and coverage limits:

1. Comprehensive General Liability or Professional Liability Insurance- \$1 million each occurrence, with MDES added as an additional insured
2. Workers Compensation
3. Employee Dishonesty Bond Insurance with third party liability coverage and with limits of \$100,000.00

Proposer understands that should the minimum amounts listed above prove to be inadequate at any point during the contract period, proposer will be required to obtain adequate insurance.

#### **L. Pricing**

The charges in the proposal must not exceed those charged by the prospective contractor to any other individual or organization for the same or similar services.

The prospective contractor must guarantee that prices and/or cost data have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition. This neither precludes nor impedes the formation of a consortium of companies and/or agencies.

The prospective contractor further certifies that all costs and prices are good faith best estimates as of the time the proposal is submitted.

#### **M. Response to Inquiries**

Individuals may submit questions regarding this proposal via email to [bids@mdes.ms.gov](mailto:bids@mdes.ms.gov) until 5:00 p.m. CST, February 13, 2015. Responses to inquiries will be posted at <http://mdes.ms.gov/information-center/about-mdes/mdes-laws-regulations/rfp-bid-notices/> by 5:00 p.m. CST, February 18, 2015. Questions submitted after this date and time will not be considered. Only questions and answers transmitted in this manner will be considered official and valid by MDES. No negotiations, decisions, or actions shall be initiated by any vendor as a result of any verbal discussion with any State or Agency employee or contractor.

## **XVI. Proposal & Scoring Selection**

### **A. Responsive to the RFP**

This is a pass/fail criterion applied to all proposals. If the proposal is incomplete, contains inaccurate information, or fails to contain the program design required by the RFP, it may be deemed unresponsive and may not be considered for funding.

### **B. Proposal Rating Criteria**

Proposals will be evaluated as described in this section. The award will be made to the best proposal. The criteria and the level of importance associated with each criterion are listed. The criteria for selecting the successful contactor are the following:

- i. The overall quality of the proposed plan for performing the required services (the plan should reflect an understanding of the project and its objectives). Consideration will be given to the completeness of the response to the specific requirements of the solicitation (*Very Important*)
- ii. Proposer's ability to provide the required services as reflected/evidenced 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 (*Critical*)
- iii. The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting (*Important*)
- iv. A record of past performance of similar work (*Important*)
- v. Price (*Very Important*)
- vi. Vendor's financial standing as indicated by their most recent audits/financial statements and other financial documentation (*Very Important*)

The score will be determined according to the degree of compliance made in the proposal in meeting each component of the responsibilities and requirements in this RFP. Prospective contractors must, upon request of MDES, furnish satisfactory evidence of their ability to provide services in accordance with the terms and conditions of these requirements. MDES will obtain information about the prospective contractors' ability to meet requirements through reference checks, including references not submitted by the proposed contractor. MDES reserves the right to make the final determination as to the prospective contractors' ability to meet

requirements, including any information the Agency may have regarding services provided to MDES previously and the company's responsiveness to issues and concerns.

**C. Negotiation Rights**

MDES reserves the right to negotiate with any or all prospective contractors concerning modification to proposals. Discussions may be conducted with prospective contractors who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without such discussions.

**D. Approval Process**

A review board will evaluate and score each responsive proposer using the consensus scoring method and scoring criteria in Section XVII. The Personal Services Contract Review Board (PSCRB) must also approve this procurement.

**E. Contracts**

Funding awards will not be final until the MDES and the proposer have negotiated and executed a written contractual agreement and this agreement is approved by the Personal Services Contract Review Board. If a contract is awarded, the selected proposer will be required to comply with general provisions that will be part of the contract. These general provisions are included as Attachment B to this RFP. Any resulting contract shall be governed by the applicable provisions of the *Mississippi Personal Service Contract Review Board Rules 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>.

**F. Incurring Costs**

MDES assumes no liability for costs incurred in responding to this RFP or for costs incurred in anticipation of a contract.

**G. Protests**

A prospective contractor wishing to protest MDES's selection or fund allocation decision may submit a written protest to MDES within fifteen (15) calendar days after the notification of a decision. The protest will be conducted in accordance with MDES's procurement policy.

**H. Representation Regarding Contingent Fees**

Proposer 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 the Proposer's bid or proposal.

**I. Representation Regarding Gratuities**

Proposer represents that is 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*.

**J. Acknowledgment of Amendments**

MDES reserves the right to issue amendments to these guidelines and RFP. If it becomes necessary to amend said guidelines and RFP, MDES will provide copies of the amendments to all persons that requested a copy of the RFP. Amendments to the RFP will be posted on the MDES website ([www.mdes.ms.gov](http://www.mdes.ms.gov)). Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the submission of their proposal, 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 Mississippi Department of Employment Security by the time and at the place specified for receipt of bids.

**K. Certification of Independent Price Determination**

The Proposer 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 proposer or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices incorporated in proposal submittal.

**L. Compliance with E-Verify**

If applicable, Proposer 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. The Proposer 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, Proposer agrees to provide a copy of each such verification. Proposer 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 Proposer to the following:

(a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public;

(b) the loss of any license, permit, certification or other document granted to Proposer 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 termination/cancellation, Proposer 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.

**M. Relationship of Parties**

It is expressly understood and agreed that MDES enters into a contract with a proposer based on the purchase of a service and not based on an employer-employee relationship.

**N. Applicable Laws**

Proposer is responsible for complying with all applicable federal, state, and local laws and regulations.

**O. Governing Law**

This solicitation and any resulting contract shall be governed in all respects by 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 Jackson, Hinds County, Mississippi.

**P. Availability of Funds**

It is expressly understood and agreed that the obligation of MDES to proceed under any agreement resulting from this RFP 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 MDES, MDES shall have the right upon ten (10) working days written notice to Contractor, to terminate the agreement without damage, penalty, cost or expenses to MDES of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

**Q. Stop Work Order**

It is understand that the following will apply to any contract resulting from this RFP:

**(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.

**R. Transparency**

Any contract resulting from this RFP, including any accompanying exhibits, attachments, and appendices, is subject to the “Mississippi Public Records Act of 1983,” and its exceptions. See Miss. Code Ann. §§ 25-61-1 *et seq.*, (1972, as amended) and 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.

**XVII. Award & Notification**

All prospective contractors will be notified of the decision regarding their proposal. Contract terms will be negotiated once the proposal has been approved by MDES.

**XVIII. Post-Award Debriefing:**

**A. General Statement**

In an effort to build and strengthen business relationships and improve the procurement process between vendors and the State, post-award vendor debriefing is available. The following information may be disclosed during post-award debriefing in accordance with Section 7-112.03 of the *Personal Service Contract Review Board Rules and Regulations*:

- 1) The agency's evaluation of significant weaknesses or deficiencies in the vendor's bid or proposal, if applicable;
- 2) The overall evaluated cost or price, and technical rating, if applicable, of the successful vendor(s) and the debriefed vendor;
- 3) The overall ranking of all vendors, when any ranking was developed by the agency during the selection process;
- 4) A summary of the rationale for award; and,
- 5) Reasonable responses to relevant questions about selection procedures contained in the solicitation, applicable regulations, and other applicable authorities that were followed.

**B. Debriefing Request**

A vendor, successful or unsuccessful, may request a post-award vendor debriefing, in writing, by U.S. mail or electronic submission, to be received by the MDES within three (3) business days of notification of the contract award. A vendor debriefing is a meeting and not a hearing; therefore, legal representation is not required. If a vendor prefers to have legal representation present, the vendor must notify MDES and identify its attorney.

**C. When Requested Debriefing Will Be Conducted**

Unless good cause exists for delay, the debriefing will occur within five (5) business days after receipt of the vendor request and may be conducted during a face-to-face meeting, by telephonic or video conference, or by any other method acceptable to the MDES.

**D. Additional Information Regarding Post-Award Debriefing**

Additional information regarding post-award debriefing may be found in Section 7-112 of the *Personal Service Contract Review Board Rules and Regulations* which may be found at <http://www.mspb.ms.gov>.

**XIX. SCHEDULE OF ACTIVITIES AND SUBMISSION**

The schedule of RFP activities is as follows:

RFP Issue Date		Feb. 4, 2015
Site Visit	1:30 P.M. CST	February 12, 2015
Questions to MDES by	5:00 P.M. CST	February 13, 2015
MDES Written Responses	5:00 P.M. CST	February 18, 2015

Proposals Opened	2:00 P.M. CST	February 24, 2015
Award Notification		Pending PSCRB Approval
Contract Effective Date		May 1, 2015

Unless submitted via the MAGIC system, the proposal submission must consist of one original and four (4) copies. The original must be signed by a person authorized to sign for the proposer's organization and each partner agency/entity. **All proposals must be received by the MDES no later than 2:00 p.m. CST, February 24, 2015**

It is suggested that if a proposal is mailed to MDES, it should be posted in certified mail with a return receipt guaranteed. MDES will not be responsible for mail delays or lost mail.

**Proposals should be mailed to and labeled as follows:**

Proposal for Security Services RFP 15-01  
Mississippi Department of Employment Security  
Department Chief, Procurement  
1235 Echelon Parkway  
Jackson, Mississippi 39213  
**SEALED PROPOSAL – DO NOT OPEN**

**Or delivered and labeled as follows:**

Proposal for Security Services RFP 15-01  
Mississippi Department of Employment Security  
Department Chief, Procurement  
1235 Echelon Parkway  
Jackson, Mississippi 39213  
**SEALED PROPOSAL – DO NOT OPEN**

Unless submitted via the MAGIC system, proposals shall be submitted in sealed envelopes or packages addressed to the Department specified above. One (1) original and four (4) copies shall be submitted.

1. Written proposals shall be submitted in sealed envelopes or packages addressed to the Department specified above.
2. One (1) original and four (4) copies shall be submitted.
3. Receipt or acceptance of a proposal does not imply commitment or obligation on the part of the State of Mississippi to fund any proposal submitted.
4. Deposit of a proposal into the mail or delivery to a different person or address does not constitute proposal submission unless the proposal is in fact received at the foregoing address by the time stated. Hand delivery of proposals is strongly

encouraged. Receipts will be issued upon request. Proposals that are hand-delivered must be submitted to the above address by the foregoing date and time.

5. The parties submitting proposals are responsible for ensuring that they are delivered by the required time and assume all risks of delivery. **Proposals and modifications or corrections thereof received after the closing time specified will not be considered.** Any proposal received subsequent to the specified date and time will be returned to the prospective contractor unopened. The proposal must be signed by a company official with authorization to bind the contractor to its provisions. If submitted via MAGIC, electronic signatures are acceptable.
6. Proposals submitted any electronic means will not be accepted, unless it is submitted via the MAGIC system. Proposals submitted in writing must have the appropriate certification signatures as indicated.
7. All proposal material shall become the property of MDES.
8. Proposals will not be opened publicly. Proposals will be made available for inspection only after award of contract.
9. The proposal shall be valid for at least 60 days subsequent to the proposal opening.
10. It shall be incumbent upon all Proposers to understand the provisions of the scope of services and to obtain clarification prior to the date set for the receipt of proposals. Proposers are responsible for following up to see that any correspondence or communications are properly received.

## **XX. LIST OF ATTACHMENTS AND FORMS**

**The following are included as attachments to this request:**

- |                       |                                    |
|-----------------------|------------------------------------|
| <i>Attachment A -</i> | <i>Proposal Package</i>            |
| <i>Attachment B -</i> | <i>General Contract Provisions</i> |

*Attachment A*

*Proposal Package*

***SECURITY GUARD SERVICES***

*Be sure to answer each question as requested below. All responses must follow the instructions provided. This Requirement is a precondition to scoring and funding any proposal.*

# Mississippi Department of Employment Security

<b>SECURITY GUARD SERVICES</b>	
Name/Organization:	Federal Tax ID Number:
Contact Person:	Phone Number:
Physical Address:	
Mailing Address (If different):	
E-Mail Address:	Fax Number:
<b>Checklist:</b> The following items comprise the Proposal:	
<input type="checkbox"/> Letter of Introduction <input type="checkbox"/> References <input type="checkbox"/> Proposal Plan <input type="checkbox"/> Additional Information <input type="checkbox"/> Price (Also list below)	<input type="checkbox"/> Financial Information <input type="checkbox"/> Insurance <input type="checkbox"/> Personnel
Price (Hourly Rate):	
I hereby declare that the information provided in this proposal is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in a matter related to this proposal.	
Name:	Title:
Signature:	
Date:	
<b>For MDES Use Only</b>	
Date Received:	Time Received:
Received By: (Print Name)	Signature:

**Mississippi Department of Employment Security  
PROPOSAL PACKAGE**

**SECURITY GUARD SERVICES  
Statewide**

**VENDOR STATEMENT OF COMPLIANCE**

**Prospective Proposer's Representation Regarding Contingent Fees**

The prospective proposer represents as a part of such proposer's proposal that such proposer **has** or **has not** (please circle the appropriate response) retained any person or agency on a percentage, commission, brokerage, or other contingent arrangement to secure this contract.

**Debarment**

The prospective proposer certifies as a part of such proposer's proposal that such proposer is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contract issued by any political subdivision or agency of the State.

By submission of this proposal, I have agreed to adhere to **all conditions and requirements**, as set forth in the Mississippi Department of Employment Security's Request for Proposal. I further understand that my failure to comply with all requirements and qualifications will result in disqualification of my proposal relative to this procurement action. I have submitted appropriate documentation and completed proposal form(s) as necessary to substantiate this evaluation. If inadequate, my proposal will not meet the proposal requirements and will be evaluated as "Not Meeting Specifications."

To concur, sign below:

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

Request for Proposal – Cover Page/References /Proposal Plan/Additional Information/Price

Security Guard Services

RFP 15-01

Offeror \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**1.0 Letter of Introduction** – attach as separate document. See section XI for instructions.

**2.0 References:**

Please list the three (3) required references indicating contact person, company represented, and current telephone number. See Section XI. for instructions.

1) \_\_\_\_\_  
Name & Company                      Email Address                      Tel. #

2) \_\_\_\_\_  
Name & Company                      Email Address                      Tel. #

3) \_\_\_\_\_  
Name & Company                      Email Address                      Tel. #

**3.0 Proposal Plan** – attach as separate document. See section XI for instructions.

**4.0 Additional Information:** Any other information about similar work performed and any other information that demonstrates the proposer’s expertise and abilities in the areas of the solicitation. Attach as separate document. See Section XI for instructions.

**5.0 Price:** attach as a separate document. See section IV for instructions.

**6.0 Financial Information:** attach as a separate document. See section VI for instructions.

**7.0 Insurance:** See Section XII for instructions.

**8.0 Personnel:** See Section XII for instructions.

Please accept this as my formal proposal for Professional Services as specified by the Mississippi Department of Employment Security.

Authorized Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

**NOTE:** All information requested on this proposal form must be completed. Incomplete or unsigned forms will be rejected.

## **ATTACHMENT B**

### **Required Clauses for Service Contracts in the State of Mississippi Resulting from this RFP**

1. **Applicable Law:** This 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. The 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 the 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:** The Contractor understands that MDES 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 the Contractor agrees during the term of the agreement that the Contractor will strictly adhere to this policy in its employment practices and provision of services. The 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:** The 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," Mississippi Code Annotated §31-7-301, *et seq.*, which generally provides for payment of undisputed amounts by the Agency within forty-five (45) days of receipt of invoice.
5. **E-Verification:** The Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Mississippi Code Annotated §§71-11-1 and 71-11-3, and will register and participate in the status verification system for all newly hired employees. 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 and, upon request of the State, to provide a copy of each such verification to the State. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws of these warranties, the breach of which may subject Contractor to the following:

- a. termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
- b. the loss of any license, permit, certification or other document granted to the 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 termination/cancellation, the Contractor shall also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

6. Insurance: The Contractor represents that it will maintain workers' compensation insurance as required by the State of Mississippi which shall inure to the benefit of all the Contractor's personnel provided hereunder; comprehensive general liability or professional liability insurance, with minimum limits of \$1,000,000 per occurrence; and employee dishonesty insurance or fidelity bond insurance with minimum limits of \$100,000 with third party liability coverage. All general liability, professional liability, employee dishonesty, and fidelity bond insurance will provide coverage to the *State of Mississippi* as an additional insured. The MDES 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.

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

8. Procurement Regulations: This contract shall be governed by the applicable provisions of the *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

<http://www.mspb.ms.gov>.

9. Representation Regarding Contingent Fees: The 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 the Contractor's bid or proposal.

10. Representation Regarding Gratuities: The 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*.

11. Requirements contract: During the period of the contract, the contractor shall provide all the service described in the contract. The contractor understands and agrees that this is a requirements contract and that the [AGENCY NAME] shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the MDES for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the MDES is under no obligation to the contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees that the MDES may require services in an amount less than or in excess of the estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

12. Stop Work Order:

a. *Order to Stop Work:* The Agency, may, by written order to the Contractor at any time, and without notice to any surety, require the 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 the 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, the 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 Agency 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, if applicable.

b. *Cancellation or Expiration of the Order:* If a stop work order issued under this clause is cancelled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the 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 the Contractor's cost properly allocable to, the performance of any part of this contract; and,
- ii. the Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Agency 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.

#### 13. Termination for Convenience:

a. *Termination:* The Agency 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 shall give written notice of the termination to the Contractor specifying the part of the contract terminated and when termination becomes effective.

b. *Contractor's Obligations:* The Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the Contractor will stop work to the extent specified. The Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Agency may direct the Contractor to assign the Contractor's right, title, and interest under terminated orders or subcontracts to the State. The Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

#### 14. Termination for Default:

a. *Default:* If the 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 may notify the Contractor in writing of the delay or nonperformance and if not cured in ten days or any longer time specified in writing by the Agency, the Agency may terminate the 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 may procure similar supplies or services in a manner and upon terms deemed appropriate by the Agency. The 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 Agency, the Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of the 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 the Contractor such sums as the Agency 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, the 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 the Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the Contractor has notified the Agency 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, the 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 the Contractor to meet the contract requirements. Upon request of the Contractor, the Agency shall ascertain the facts and extent of such failure, and, if the Agency determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the 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"). (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 the 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.

15. *Transparency:* This contract, including any accompanying exhibits, attachments, and

appendices, is subject to the "Mississippi Public Records Act of 1983," codified as § 25-61-1 et seq., Mississippi Code Annotated and exceptions found in § 79-23-1 of the Mississippi Code Annotated (1972, as amended). In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008 (MATA), codified as § 31-7-13 of the Mississippi Code Annotated (1972, as amended). Unless exempted from disclosure due to a court-issued protective order, this contract is required to be posted to the Department of Finance and Administration's independent Agency contract website for public access. Prior to posting the contract to the website, any information identified by the 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.

16. Indemnification: To the fullest extent allowed by law, the Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the Agency, its commissioners, board members, officers, employees, agents, 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, screening fees and expenses, and attorneys' fees, arising out of or caused by the Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the Agency's sole discretion, the Contractor may be allowed to control the defense of any such claim, suit, etc. In the event the Contractor defends said claim, suit, etc., the Contractor shall use legal counsel acceptable to the Agency. The Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the Agency shall be entitled to participate in said defense. The Contractor shall not settle any claim, suit, etc., without the Agency's concurrence, which the Agency shall not unreasonably withhold.

#### **Required Federal Contract Clauses for Service Contracts Resulting from this RFP**

As the contract will be funding will federal money, including some WIA money, the following federal contract clauses are required by OMB Circular A-102 and 29 CFR 97.36(i), MDES will include terms addressing the following, when applicable:

1. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms;
2. Termination for cause and for convenience, including the manner in which termination will be effected and the basis of settlement;
3. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60);
4. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3);

5. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5);
6. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5.);
7. Requirements and regulations pertaining to financial and participant reporting;
8. Requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed due to the contract;
9. Requirements and regulations pertaining to copyrights and rights in data;
10. Access by the Department of Labor, MDES, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor;
11. Retention of all required records for three years after the MDES makes final payments and all litigation, audit and monitoring concerns are fully resolved;
12. Compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15);
13. Mandatory standards and policies relating to energy efficiency contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL. 94-163, 89 Stat. 871);
14. Equal treatment of and religious liberty for organizations and individuals, regardless of religious affiliation or lack thereof, in accordance with Executive Order 13270, 20 CFR Parts 667 and 670, 29CFR Parts 2 and 37, published July 12, 2004;
15. The basis for payment, contract deliverables and performance expectations;
16. Compliance with 29 CFR 37.20, nondiscrimination and equal opportunity provisions contained in:
  - a. Section 188 of the Workforce Investment Act of 1998, which prohibits discrimination against individuals on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States or on the basis of participation in any WIA Title I-financially assisted program or activity;
  - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
  - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
  - e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
  - f. 29 CFR Part 37 and all other regulations implementing the laws listed above.
17. Compliance with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) which

- provide for fair and equitable treatment of persons displaced or whose property is acquired as a result federally assisted programs:
18. Compliance with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
  19. Compliance with flood insurance purchase requirements in section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
  20. Compliance with environmental standards which may be prescribed pursuant to the following: (a) Institution of Environmental Quality Control Measures under the National Environmental Policy Act of 1969 (PL. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 *et seq.*); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 *et seq.*); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (PL 93-523), and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (PL 93-205);
  21. Compliance with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 *et seq.*) related to protecting components or potential components of the national wild and scenic rivers system;
  22. Compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 *et seq.*);
  23. Compliance with Public Law 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
  24. Compliance with the Laboratory Animal Welfare Act of 1966 (PL 89-544, as amended, 7 U.S.C. 2131 *et seq.*) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.
  25. Compliance with the Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4801 *et seq.*) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  26. Compliance with the Resource Conservation and Recovery Act of 1976, as amended, which states that preference be given to recycled products in procurement activities by State and local governments receiving grants, loans, cooperative agreements, and other federal assistance when procuring goods made from recycled material when the amount of the procurement is equal to or more than \$10,000.