



Amendment Three
RFQ No. 2019CRS001

The Mississippi Department of Child Protection Services (MDCPS) has modified Section 4.3, Statement of Qualifications/Application Submission Requirements. This change requires an amendment:

1. Section 4.3 has been amended as follows:

The sealed Statement of Qualifications/Application shall be typed, indexed and numbered to allow for ease of handling by MDCPS:

- Table of Contents;
- Completed and signed Statement of Qualifications/Application Cover Sheet (Attachment A);
- Signed Statement of Qualifications/Application Form provided (Attachment B);
- Required Letter of Intent acknowledgement email from contracts@mdcps.ms.gov;
- Completed and signed Acknowledgement of Amendment Form, **if applicable** (Attachment C);
- Proposal Exception Summary Form (Attachment D);
- Acceptance of MDCPS Standard Terms and Conditions (Attachment E);
- Signed acceptance of MDCPS Licensing Requirements for Residential Child Caring; Agencies and Child Placing Agencies (Licensing Standards (Attachment F));
- Completed and signed Proprietary Information Form (Attachment [GH](#));
- Completed and signed Pre-Applicant's Statement of Acknowledgement (Attachment [HG](#));
- Detailed description of past experience of comprehensive residential services;
- Plan giving as much detail as is practical explaining how the services will be performed;
- Resume' listing abilities, qualifications and experience of all individuals who will be assigned to provide the required services;
- Required number of references provided (Attachment I);
- A budget narrative including an itemized list of all expenditures for the services and activities covered by the Application with no additional or hidden fees (Attachment N);
- Applicant's financial statement for previous fiscal year;
- Detailed approach to the management of the program and ability to keep the program on target and to ensure that the requested services are provided;
- Applicant's plan to ensure that all requests are being met and the ability to identify and resolve problems which occur;
- Method(s) for estimating and documenting personnel hours spent by staff on program activities to be sure they are sound and fair; (Personnel, equipment, facilities, to perform the services currently available or demonstrated to be made available at the time of contracting);
- Documentation of understanding of the importance of interacting with the appropriate MDCPS staff and presenting a plan to do so appropriately; and,
- Identification of in-house resources vs. contracted resources



Also, MDCPS has modified Section 4.6, Basis of Award, Phase I (Responsiveness). This change requires an amendment:

1. Section 4.6 has been amended as follows:

Phase I (Responsiveness): During this phase of the review process, all Statement of Qualifications/Applications received will be reviewed to determine if it is responsive based on the following mandatory requirements:

- Proposal submission deadline met;
- Table of Contents;
- Required format followed (typed, indexed and numbered);
- Required number of identifiable and non-identifiable copies of proposal provided;
- Required Letter of Intent Acknowledgement email from contracts@mdcps.ms.gov;
- Completed and signed Acknowledgement of Amendment Form, **if applicable** (See **Attachment CE**);
- Statement the applicant certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within three (3) business days of written notification of award. Sole proprietors are not required to register with Mississippi Secretary of State.

Please acknowledge receipt of Amendment Three by completing and returning Acknowledgement of Amendment Form (Attachment C) along with your application no later than April 24, 2019, 12:00 p.m., CT.