

# **INVITATION FOR BIDS**

IFB Number: 3160003709

To Provide: Mississippi Centralized Intake 24-hour Hotline  
Staffing Services

Issue Date: 6/23/2020

## **CLOSING LOCATION**

Mississippi Department of Child Protection Services

750 North State Street, Suite 600

Jackson, Mississippi 39202

## **BID COORDINATOR**

Noah Gibson, Procurement Director

Telephone: 601-519-1685

E-Mail: [noah.gibson@mdcps.ms.gov](mailto:noah.gibson@mdcps.ms.gov)

## **CLOSING DATE AND TIME**

Bids must be received by 5:00 PM CST, 7/16/2020

## SECTION 1

### 1.1 Bid Acceptance Period

The original and three (3) copies of the bid form, four (4) copies total, shall be signed and submitted in a sealed envelope or package to 750 North State Street, Jackson, Mississippi 39202 no later than the time and date specified for receipt of bids. Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and shall remain unopened in the procurement file. The envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bid. The time and date of receipt shall be indicated on the envelope or package by the Office of Procurement. Each page of the bid form and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. MDCPS reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, MDCPS may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

#### 1.1.1 Timeline

1 <sup>st</sup> Advertisement:	6/23/2020
2 <sup>nd</sup> Advertisement:	6/30/2020
Deadline for Requests for Clarification:	7/07/2020 by 5:00 PM CST
Response to Requests for Clarification*:	7/09/2020 by 5:00 PM CST
Deadline for Submission of Bids:	7/16/2020 by 5:00 PM CST
Bid Submission Evaluations*:	7/17/2020 – 7/24/2020
Submission to Office of Personal Service Contract Review:	8/05/2020
Presentation of Contract to Public Procurement Review Board:	9/02/2020
Contract Term*:	9/14/2020 – 6/30/2024

\*Times and dates subject to change at the sole discretion of MDCPS.

#### 1.1.2 Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it is the only bid received, or it is received before award is made and was sent by registered or certified mail not later than the fifth (5<sup>th</sup>) calendar day before the date specified for receipt of bids. It must be determined by MDCPS that the late receipt was due solely to mishandling by MDCPS after receipt at the specified address.

The only acceptable evidence to establish the date of mailing of a late bid is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. “Postmark” means a

printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

## **1.2 Expenses Incurred in Preparing Bid**

MDCPS accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

## **1.3 Bid Form**

All pricing must be submitted on the bid form (**Attachment B**). Failure to complete and/or sign the bid form may result in the bidder being determined nonresponsive.

### **1.3.1 Bidder Certification**

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

### **1.3.2 Independent Price Determination**

By submitting a bid, 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 bid. The prices quoted shall be inclusive of, but not limited to the following: all required equipment/material; all required insurance; all required overhead; all required profit; and, all required licenses, certifications, fees, or permits.

## **1.4 Registration with Mississippi Secretary of State**

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

## **1.5 Debarment**

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or Federal government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

**1.6 Proprietary Information**

Any bidder claiming that its response contains information exempt from the Mississippi Public Records Act (Mississippi Code Annotated §§ 25-61-1, et. seq., and 79-23-1), shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption.

**1.7 Additional Information**

Questions about the contract portions of the procurement document must be submitted in writing to Noah Gibson at noah.gibson@mdcps.ms.gov. Questions concerning the technical portions of the procurement document should be directed to Noah Gibson at noah.gibson@mdcps.ms.gov. Bidders are cautioned that any statements made by contact persons that cause a material change to any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.

**1.8 Acknowledgement of Amendments**

Should an amendment to the IFB be issued, it will be posted on the MDCPS website in a manner that all bidders will be able to view. It will also be posted under the original RFx number on the Mississippi Contract/Opportunity Search Portal. Further, bidders must acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid package, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgement should be received by MDCPS by the time and at the place specified for receipt of bids as reflected in Section 1.1.1. It is the bidder's sole responsibility to monitor the MDCPS website and Mississippi Contract/Procurement Opportunity Search Portal for amendments to the IFB.

**1.8 Type of Contract**

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

**1.9 Multiple Awards**

MDCPS reserves the right to make multiple awards based on the needs of the agency for the services requested herein.

**1.10 Written Bids**

All bids shall be in writing.

**SECTION 2**

**2.1 Purpose**

MDCPS is seeking to establish a contract with a vendor to provide staffing services for the 24-hour Mississippi Centralized Intake hotline. Agency operations must comply with state and federal laws, as monitored regularly by the national child welfare agency (Children's Bureau under the Administration for Children and Families within the United States Department of Health and Human Services) and the 2nd Mississippi Modified Settlement Agreement and Reform Plan. MDCPS Policy, Standard Operating Procedures, and related training materials will guide the intake process of the Mississippi Centralized Intake. It is understood that any contract resulting from IFB No. 3160003709 requires approval by the Public Procurement Review Board. If any contract resulting from IFB No. 3160003709 is

not approved by the Public Procurement Review Board, it is void and no payment shall be made.

## **2.2 Background and Scope of Services**

Each state is required to have an intake system in which reports of child abuse and neglect can be received at any time of the day or night. Mississippi Centralized Intake is the system utilized by MDCPS to receive intake information and process it through a standardized screening method, document it accurately and timely, and ensure the information is relayed promptly to the required recipients by approved methods, so the appropriate response can be given. The intake system is centralized, meaning that intakes received by any method throughout the state must be routed through Mississippi Centralized Intake for standardized screening and processing. Intake Specialists receive information through a toll-free hotline and electronically from a web-based reporting tool. Intake information received in other ways, such as by mail or fax, will be forwarded to MCI for processing.

The intake system in Mississippi has been centralized since November, 2009. The number of intakes processed in the state fiscal years of 2017-2019 rose each year from 33,316 in SFY 2017 to 36,642 in SFY 2019. Due to a decrease in the number of intakes received during the public health emergency and subsequent school closures of SFY 2020, the number of child abuse or neglect intakes for SFY 2020 is estimated to be around 33,500. The number of Intake Specialist hours budgeted for SFY 2020 was 62,400 hours.

Based on historical data, more intake specialists are needed to receive intakes from 8 am to 7 pm on weekdays, with an approximate range of 120-160 intakes received in a 24-hour period Monday through Friday of each week. Approximately 35 intakes are received on each 24-hour period Friday and Saturday. Approximately 4-15 intakes are received during the overnight hours of midnight to 8:00 am. Intake volume decreases during state holidays and school closures. As efficiency improves, it is expected that overall intake volume will increase and the rate of abandoned calls and hold times will decrease. The use of electronic reporting has increased from previous years and is expected to increase as awareness to mandated reporters is increased.

### **2.2.1 Services Required**

The independent contractor will provide the staffing of Intake Specialists (full and/or part-time), and related administrative services. The contractor will provide payroll services for the contracted employees. The on-site supervision and training of contracted employees and overall administration of the intake process will be the responsibility of MDCPS. MDCPS will provide the facility, equipment, office supplies, security, and equipment maintenance for Intake Specialists.

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

1. The Independent Contractor will coordinate all communications with the Agency through the CPS Director of Centralized Intake Operations.

2. The Independent Contractor shall provide staffing as requested by the Agency, including 1) sufficient amount of Intake Specialists willing and able to cover the specific hours required, and 2) related administrative services.

### **Intake Specialist**

(68,640 hours/yearly provided by multiple employees on schedules consistent with intake volume needs)

#### Summary of Duties:

- Intake Specialists will interact with callers or review information otherwise submitted (electronically, by mail, or by fax) related to allegations of child abuse, neglect, and exploitation or other concerns related to the safety or well-being of a child.
- Intake Specialists will handle the information professionally and with a sense of urgency, ensuring that information is assessed accurately using standardized procedures, documented accurately, and relayed in a timely manner to required recipients.
- Intake Specialists will work under the direction of MDCPS supervisors.

#### Personnel must have the following:

- Social Work degree at the Bachelor's or Master's Level from an accredited school of Social Work OR one of the following related degrees at Bachelor's or Master's Level: Child and Family Studies, Child Development, Criminal Justice, Disciplinary Studies, Early Childhood and Family, Education and Human Science, Elementary Education, Family Studies, General Studies, Guidance Education, Interdisciplinary Studies, Education, Political Science, Psychology, Sociology, Nursing, Counseling, Marriage and Family Therapy, Educational Psychology, Social Services, or other related degrees approved by MDCPS.
- Ability to guide callers through collection of information in a respectful, courteous, and time-efficient manner while assessing which information is pertinent
- Ability to accurately document information collected in computer system in a manner that is clear, professional, and grammatically correct
- Ability to demonstrate excellent communication skills
- Ability to understand and apply policy and procedures during a call, as well as willingness to ask for help from supervisor when application is not clear
- Ability to apply confidentiality laws to practice and notify supervisor of any potential conflicts of interest, having no conflicts of interest which affect Intake Specialist's ability to conduct self in a professional manner, Ability to adhere to a conflict of interest management plan, as applicable
- Ability to articulate speech clearly and professionally without mumbling, slurring words, or using slang and ability to hear well so that communication is effective with callers
- Ability to conduct diligent research in computer systems and apply information obtained to documentation

- Ability to take responsibility to develop self professionally in the field of child welfare social work
- Ability to keep up with time demands for documentation and relaying information
- Ability to prioritize tasks involving situations of imminent risk and child safety concerns which may need to be completed before other tasks
- Ability to be receptive to training and coaching, taking constructive feedback from supervisory staff and using it to improve future work
- Ability to spend majority of work time on phone and computer
- Ability and willingness to perform other related duties as assigned when not processing intakes
- Ability to take professional responsibility for fulfilling the mission of the agency, with specific emphasis on professional handling of child safety concerns presented at intake
- Ability to listen to information or read information written by reporter and use skills to accurately assess the handling and documentation of the information
- Ability to discern needs to make referrals to other agencies, according to policies and procedures
- Ability to be detail-oriented to properly apply policy and procedures
- Ability to accurately document all calls received as designated
- Ability to ensure each call and associated documentation is processed and completed within the established timeframe
- Ability to operate a computer and general office equipment as necessary to complete the essential functions
- Ability to work in alternate location or remotely as designated during times when regular location is unavailable or when agency determines it is prudent
- Ability to receive background clearance and drug screening clearance
- Ability to disclose potential conflicts of interest and adhere to a conflict of interest management plan, as applicable

### **Administrative Services**

The following services are to be provided by contractor. There will be no office or equipment provided for the services, except the MCI conference room can be utilized for interviews or appointments, if needed.

#### Summary of Duties:

- ensure that an adequate number of qualified staff are provided for all hours of operation as designated by agency according to expected intake volume. The scheduling of staff for specific shifts will be the responsibility of MDCPS.
- ensure the hiring of qualified staff to serve on the contract and coordinate with MDCPS staff for final hiring approval
- track time worked for each contracted employee and meet other contracted employee needs related to Human Resources, submit documentation for time worked and provide explanation for any edits to time made by contractor for billing purposes

- discern whether Intake Specialist applicants meet the contract requirements for hiring, especially related to customer service skills, communication skills, confidentiality, professionalism, and management of potential conflicts of interest.

3. The Independent Contractor shall, with respect to all personnel provided to the Agency:

a. Maintain a pool of employees sufficient to meet the Agency's needs (68,640 Hours Yearly, Full-time and/or Part Time) Intake Specialists with amount of staff available for each shift to correlate with the intake workload per input from MDCPS MCI Director.

b. coordinate with MDCPS staff to ensure applicants understand the job duties required by MDCPS Policy and Standard Operating Procedures;

c. Designate a contact person(s) available twenty-four hours daily for communication with the Agency

d. Provide assessment for all contract professional employees prior to hiring to include a competency in customer service skills, spelling/grammatical accuracy, clear speech, word processing, confidentiality policy, security policy, physical ability to perform the tasks, and agency facility information, as required by the Agency;

e. Ensure that contract professional employees demonstrate understanding and acknowledgement that employee must fully comply with MDCPS policies and Mississippi Centralized Intake Standard Operating Procedures, with all related terms of the Second Modified Mississippi Settlement Agreement, state and federal laws, and all applicable regulations as now existing or as may be modified;

f. Provide the required number of qualified staff during the shifts required, seven days a week, including weekends and holidays, including times when office is officially closed. The amount of personnel needed for each shift will be regularly assessed and adjusted according to the need to have adequate personnel to cover processing of intakes received during that shift. Part-time personnel, subject to the same requirements as full-time personnel, may be utilized to manage variations in workload as they arise. If possible, a 30-day notice will be given to contractor by MDCPS if the amount of Intake Specialist hours is to be increased. If possible, a 30-day notice will be given to independent contractor by MDCPS if the amount of Intake Specialist hours or shift time is to be decreased. Health and safety needs may affect these time frames.

g. Comply with Business Continuity Plan during times of significant weather events, power outages, or other situations interrupting the normal flow of operations.

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

i. Abide by all ordinances and laws pertaining to the Agency's operation and secure all required licenses and permits;

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



k. Replace, at no additional expense to the Agency, any employee not performing satisfactorily within first two hours of work; and, at the request of MDCPS, agree to the replacement of an employee not found suitable for the required duties at any time during his/her employment.

m. Perform all services provided in the contract in accordance with customary and reasonable industry standards.

4. The Independent Contractor shall also:

a. Ensure that all applicants submit to drug screening and background check screening, which may include criminal history information from local law enforcement database, state and federal (FBI) criminal history databases via fingerprinting, Sex Offender Registries, Department of Public Safety Records, Child Abuse and Neglect Central Registry, Licensure Boards, education and work history, the Agency's personnel and case management records, references, and information related to potential conflicts of interest. Clearance for these screenings must be provided by the Agency before employee can be assigned to the contract and report to work. The Agency has the right and responsibility to deny clearance for any applicant who is not able to demonstrate his/her ability to serve in the required capacity. The clearance results will be in the form of "Approved" or "Not Approved" in order to meet requirements. There will be no recourse for an applicant who is not approved. This clearance may be renewed regularly or whenever there is a presented need and the results will be used to determine employee's continued assignment to the contract. Criminal Background Checks with fingerprinting will be provided by MDCPS at no cost to the contractor. The contractor will provide drug screening and submit documentation of clearance to MDCPS before employee reports to work.

b. Independent Contractor must demonstrate to MDCPS that each applicant recommended for hire meets the qualifications set forth in the contract. This can be accomplished by 1) allowing inclusion of Agency Intake employee (at supervisory level or above) as part of the interview panel for applicants, 2) providing opportunity for Agency to separately interview applicants or 3) using another method approved by MDCPS. Independent Contractor must allow Agency to review all documents used for hiring decision. Interview process must include questions or methods to determine that employee demonstrates qualifications set forth above.

c. Assigned employees will be trained and supervised by Agency employees. This will include initial, on-the-job, and on-going training as needed. Assigned employees will receive coaching and additional training when areas needing improvement are identified. Reasonable efforts will be made to assist assigned employee to achieve success in assigned duties. Assigned employees unwilling to be trained/coached or unable to make improvements to a level satisfactory to the Agency will be replaced by Contractor when notified.

### **2.3 Term**

The term of the contract shall be for the period beginning September 14, 2020 and ending June 30, 2024. Upon written agreement of both parties at least 90 days prior to each contract

anniversary date, the contract(s) may be renewed by MDCPS for a period of one (1) one-year period under the same prices, terms, and conditions as in the original contract, subject to approval by the Public Procurement Review Board. The total number of renewal years permitted shall not exceed one (1).

### **2.3.1 Multi-Term Contracts**

Unless otherwise provided by law, a contract for services may be entered into for a period of time not to exceed four (4) years with an option to renew for one (1) year, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds.

#### **2.3.1.1 Requirements**

- a) These services will be performed on a 24/7/365 basis as required by law.
- b) A unit price shall be given for each service, and that unit price shall be the same throughout the contract.
- c) A multi-term contract will be canceled if funds are not appropriated or otherwise made available to support the continuation of performance in any fiscal period succeeding the first; however, this does not affect either the State's right or the contractor's rights under any termination clause in the contract.
- d) The Procurement Officer must notify the contractor on a timely basis that the funds are or are not available for the continuation of the contract for each succeeding fiscal period.
- e) A multi-term contract may be awarded. The contract award will be based on the lowest and best, responsive and responsible bid submitted to MDCPS.

### **2.4 Multiple Awards**

MDCPS reserves the right to make multiple awards based on the needs of the agency.

## **SECTION 3**

### **3.1 Insurance**

The successful vendor shall maintain at least the minimum level of workers' compensation insurance, comprehensive general liability or professional liability insurance, with minimum limits of \$1,000,000.00 per occurrence. All workers' compensation, comprehensive general liability, and professional liability will provide coverage to MDCPS as an additional insured. The agency reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The vendor shall be prepared to provide evidence of required insurance upon request by MDCPS at any point during the contract period and should consult with legal counsel regarding its obligations.

## SECTION 4

### 4.1 Bid Evaluation

Bids will be evaluated based on the requirements set forth in IFB No. 3160003709, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable where possible. This Invitation for Bids sets forth the evaluation criteria to be used. No criteria will be used in an evaluation that is not set forth in this Invitation for Bids. Only bidders who are found responsive and responsible will have their bids considered.

#### 4.1.1 Responsive Bidder

Bidder must submit bid which conforms in all material respects to this Invitation for Bids, IFB No. 3160003709, as determined by MDCPS.

#### 4.1.2 Responsible Bidder

Bidder must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by MDCPS.

#### 4.1.3 Minimum Qualifications to be Deemed Responsible

1. The bidder must have on staff, or have the ability to procure staff, that hold the Licensed Master Social Worker designation (LMSW) or Licensed Social Worker designation (LSW) and five years of experience in foster care.
2. These minimum qualifications are in addition to a minimum score of five (5) out of seven (7) on the Reference Score Sheet (**Attachment E**) from reference interviews by MDCPS with three (3) bidder/contractor references for a total minimum score of fifteen (15), as well as all other requirements of this Invitation for Bids. (See **Attachments C** and **E**.)

#### 4.1.4 Exceptions

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the requirements as written. Conditional or qualified bids, unless specifically allowed, shall be subject to rejection in whole or in part.

#### 4.1.5 Informalities and Irregularities

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

information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured.

*(Information requested may include, for example, a copy of business or professional licenses, or a work schedule.)*

#### **4.1.6 Nonconforming Terms and Conditions**

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

#### **4.1.7 Bid Withdrawals**

If the price bid is substantially lower than those of other bidders, a mistake may have been made. A bidder may withdraw its bid from consideration if certain conditions are met:

- (1) The bid is submitted in good faith.
- (2) The price bid is substantially lower than those of other bidders because of a mistake.
- (3) The mistake is a clerical error, not an error of judgment.
- (4) Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the bid demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material.

To withdraw a bid that includes a clerical error after bid opening, the bidder must give notice in writing to MDCPS of claim of right to withdraw a bid. Within two business days after the bid opening, the bidder requesting withdrawal must provide to MDCPS all original work papers, documents, and other materials used in the preparation of the bid.

A bidder may also withdraw a bid, prior to the time set for the opening of bids, by simply making a request in writing to MDCPS. No explanation is required.

A bidder may also withdraw a bid if MDCPS fails to award or issue a notice of intent to award the bid within fourteen (14) after the date fixed for the opening of bids.

No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the contract is awarded, or otherwise benefit from the contract.

No partial withdrawals of a bid are permitted after the time and date set for the bid opening; only complete withdrawals are permitted.

#### **4.1.8 Conditioning Bid Upon Other Awards**

Any bid that is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed non-responsive and not acceptable.

#### **4.1.9 Bid Submission Format**

The bid package must be sealed and must contain the following:

- Bid Cover Sheet (**Attachment A**)
- Bid Form (**Attachment B**)
- References (**Attachment C**)
- Certifications and Assurances (**Attachment D**)

#### **4.1.10 References**

Each bidder must furnish a listing of **at least** three (3) trade references along with the contact person, address, and phone number for each. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. MDCPS will use these references to determine the bidder's ability to perform the services. It is the responsibility of the bidder to ensure that the reference contact information is correct and current. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. The bidder may submit as many references as desired. MDCPS will begin contacting references at the top of the list and will continue down the list until three (3) contacts have been reached.

References must be listed on **Attachment C**.

#### **4.2 Bid Opening**

Bid opening will be open to the public; however, this will include opening, reading aloud, and listing the bid price on each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made, either stated or implied at the bid opening.

#### **4.3 Award**

The contract will be awarded by written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in this Invitation for Bids within thirty (30) days of bid opening.

##### **4.3.1 Notification**

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

#### **4.3.2 Contract Management**

If the Contractor fails to adhere to the MCI staffing services schedule, or if the Contractor fails to satisfactorily provide the prescribed service to all or any service area, the Contracting Agency will inform the Contractor, and the Contractor shall complete corrective action within twenty-four (24) hours. No payment shall be made to the Contractor until all deficiencies have been corrected. If the Contractor exhibits a pattern of non-performance as shown by repeated deficiencies, the Contracting Agency may terminate the contract without further obligation to the Contractor. (MDCPS may elect to use the form included as **Attachment H**, MCI Staffing Services Contract Discrepancy Report.)

### **SECTION 5**

#### **5.1 Post-Award Vendor Debriefing**

A bidder, 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 MDCPS 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 (3) business days of receipt of the request. If a bidder prefers to have legal representation present, the bidder must notify the Director of MDCPS in writing and identify its attorney by name, address, and telephone number. MDCPS 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 7-113 through 7-113.07, Post-Award Vendor Debriefing, of the *Public Procurement Review Board's Office of Personal Service Contract Review's Rules and Regulations*.

#### **5.2 Protest of Award**

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the Invitation for Bids may file a protest with the Bid Coordinator, Noah Gibson, Procurement Director. The protest shall be submitted on or before 5:00 PM CST, July 23, 2020 in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder, and contain a statement of the reason(s) for protest, citing the law(s), rule(s) or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting bidder must provide facts and evidence to support the protest. A protest is considered filed when received by the Bid Coordinator, Noah Gibson, Procurement Director, via either U.S. mail, postage prepaid, or personal delivery. Protests filed after 5:00 PM CST, July 23, 2020 will not be considered.

**5.3 Required Contract Terms and Conditions**

Any contract entered into between a Contracting Agency and a vendor/bidder shall include the required clauses found in **Attachment F** and those required by the *Public Procurement Review Board's Office of Personal Service Contract Review's Rules and Regulations* as updated.

**5.4 Optional Contract Terms and Conditions**

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

**5.5 Mississippi Contract/Procurement Opportunity Search Portal**

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

**5.6 Attachments**

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

# ATTACHMENT A

## Bid Cover Sheet

MDCPS is seeking to establish a contract for MCI staffing services as requested by MDCPS.

Bids are to be submitted as listed below, on or before 5:00 PM CST, July 15, 2020.

**PLEASE MARK YOUR ENVELOPE:**

**IFB No. 3160003709**  
**Opening Date: July 16, 2020**  
**Mississippi Department of Child Protection Services**  
**Attention: Noah Gibson, Procurement Director**  
**Agency A750 North State Street, Jackson, Mississippi 39202**  
**SEALD BID – DO NOT OPEN**

Name of Company: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

<b>FEI/FIN # (if company, corporation, or partnership):</b>	
<b>SS# (if individual):</b>	



**In addition to providing the above contact information, please answer the following questions regarding your company:**

What year was your company started? \_\_\_\_\_

How many years and/or months has your company been in the business of performing the services called for in this Invitation for Bids? \_\_\_\_\_

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. \_\_\_\_\_

\_\_\_\_\_

If your company is not physically located in the region, how will you supply MCI staffing services to agencies in the region?

\_\_\_\_\_

\_\_\_\_\_

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all licenses or permits your company possesses that are applicable to performing the services required in this Invitation for Bids. \_\_\_\_\_

\_\_\_\_\_

For how many customers has your company provided specialized 24/7/365 staffing services in the past two (2) years? Please include the dates, the size of the area maintained, and the annual amount of the billing to each customer. \_\_\_\_\_

\_\_\_\_\_

What is the largest customer your company has provided 24/7/365 specialized staffing services for in the past two (2) years? Please include the annual amount of the billing. \_\_\_\_\_

\_\_\_\_\_

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. \_\_\_\_\_

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List all the equipment that your company has available or that is intended to be used to perform the services required in this Invitation for Bids. \_\_\_\_\_

<b>OWNED EQUIPMENT</b>					
<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>ID#</b>	<b>Capacity</b>	<b>Description</b>

<b>RENTED/LEASED EQUIPMENT</b>					
<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>ID#</b>	<b>Capacity</b>	<b>Description</b>

## ATTACHMENT B

### Bid Form for MCI Staffing Services

Company	Company Representative	Telephone

The pricing quoted must be inclusive of, but not limited to the following:

- All required equipment and materials
- All required insurance
- All required overhead
- All required profit
- All required transportation
- All required labor
- All required business and professional licenses, permits, fees, etc. (if any)
- Any and all other costs associated with performing the services

The pricing must include ALL associated costs with no additional or hidden fees.

Description	Unit Price	Quantity	Total
Intake Specialist			
Administrative Services			

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Invitation for Bids, IFB No. 3160003709, and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Invitation for Bids, IFB No. 3160003709, and the attachments herein;
3. That the company agrees to all provisions of this Invitation for Bids, IFB No. 3160003709, and the attachments herein;
4. That the company will perform, without delay, the services required at the prices quoted in this **Attachment B**; and

5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date.
6. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bids.

**Printed Name:** \_\_\_\_\_

**Signature/Date:** \_\_\_\_\_

## ATTACHMENT C

### References

#### Reference 1

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

#### Reference 2

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

#### Reference 3

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

The bidder may submit as many references as desired by submitting as many additional copies of this Attachment C, References, as needed. MDCPS will begin contacting references at the top of the list and will continue down the list until three (3) contacts have been reached. See Section 4.1.8 of this Invitation for Bids.

## ATTACHMENT D

### Certifications and Assurances

I/We make the following certifications and assurances as a required element of the bid to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

**1. REPRESENTATION REGARDING CONTINGENT FEES**

Contractor represents that it **has/has not** retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid.

**2. REPRESENTATION REGARDING GRATUITIES**

The bidder or Contractor represents that it **has/has not** violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Public Procurement Review Board Rules and Regulations.

**3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

The bidder certifies that the prices submitted in response to the solicitation **have/have not** been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate price.

**4. PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES**

The prospective Contractor represents as a part of such Contractor's bid that such Contractor **has/has not** retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

Name/Title: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

*Note: Please be sure to circle the applicable word or words provided above. Failure to circle the applicable word or words and/or to sign the bid form may result in the bid being rejected as nonresponsive. Modifications or additions to any portion of this bid document may be cause for rejection of the bid.*

**ATTACHMENT E**

**Reference Score Sheet**

**TO BE COMPLETED BY MDCPS ONLY**

Bidder Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Person Contacted, Title/Position: \_\_\_\_\_

Date/Time Contacted: \_\_\_\_\_

Service From/To Dates: \_\_\_\_\_

Able to provide specialized staffing services when you called?	Yes	No
Satisfied with the specialized staffing services provided? If no, please explain.	Yes	No
Vendor easy to work with in scheduling specialized staffing services?	Yes	No
Were the specialized staffing services completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here ____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Each “yes” is one (1) point; each “no” is zero (0) points. Bidder must have a minimum score of five (5) from three (3) references (total of fifteen (15) points) to be considered responsible and for its bid to be considered.

Score: \_\_\_\_\_

Do you have any business, professional or personal interest in the bidder’s organization? If yes, please explain.	Yes	No
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Called by: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ATTACHMENT F

### Required Clauses for Service Contracts Resulting from this Invitation for Bids

1. Approval. It is understood that if this contract requires approval by the Public Procurement Review Board and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review, and this contract is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.
2. 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.
3. 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 time fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Agency, the Agency shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to the Agency of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
4. Compliance with Laws. Contractor understands that the Agency is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.
5. 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 § 31-7-301 *et seq.*
6. E-Verification. If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Mississippi Code



Annotated §§ 71-11-1 *et seq.* The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:

- a. termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
- b. the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
- c. both.

In the event of such cancellation/termination, Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit to do business in the State.

7. 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.
8. Procurement Regulations. The contract shall be governed by the applicable provisions of the *Public Procurement Review Board’s Office of Personal Service Contract Review’s Rules and Regulations*, a copy of which is available at 501 North West Street, Suite 701E, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.dfa.ms.gov>.
9. 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.
10. Representation Regarding Gratuities. Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Public Procurement Review Board’s Office of Personal Service Contract Review’s Rules and Regulations*.

11. Stop Work Order.

- a. *Order to Stop Work:* The Chief 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 Chief Procurement Officer shall either:
  - i. cancel the stop work order; or,
  - ii. terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.
- b. *Cancellation or Expiration of the Order:* If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:
  - i. the stop work order results in an increase in the time required for, or in Contractor's cost properly allocable to, the performance of any part of this contract; and,
  - ii. Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Chief 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.
- 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.

12. Termination for Convenience.

- a. *Termination.* The Agency Head or designee may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Agency Head or designee shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.
- b. *Contractor's Obligations.* Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Agency Head or designee may direct Contractor to assign

Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

13. Termination for Default.

- a. *Default.* If Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Agency Head or designee may notify Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the Agency Head or designee, such officer may terminate Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency Head or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Agency Head or designee. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.
- b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the Chief Procurement Officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.
- c. *Compensation.* Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Contractor such sums as the Agency Head or designee deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.
- d. *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Agency Head or designee within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the Agency Head or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was

occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled (in fixed-price contracts, "Termination for Convenience," 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 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.
14. Termination Upon Bankruptcy. This contract may be terminated in whole or in part by Agency upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.
15. 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.
16. 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 Mississippi Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

## ATTACHMENT G

### Optional Clauses for Use in Service Contracts Resulting from this Invitation for Bids

1. Anti-assignment/Subcontracting. Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.
2. Attorney's Fees and Expenses. Subject to other terms and conditions of this agreement, in the event Contractor defaults in any obligations under this agreement, Contractor shall pay to the State all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the State in enforcing this agreement or otherwise reasonably related thereto. Contractor agrees that under no circumstances shall the customer be obligated to pay any attorney's fees or costs of legal action to Contractor.
3. Authority to Contract. Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind; and, (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.
4. Information Designated by Contractor as Confidential. Any disclosure of those materials, documents, data, and other information which Contractor has designated in writing as proprietary and confidential shall be subject to the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1. As provided in the contract, the personal or professional services to be 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.

Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor or its subcontractor shall rest with Contractor. Disclosure of any confidential information by Contractor or its subcontractor without the express written approval of the Agency shall result in the immediate termination of this agreement.

5. Confidentiality. Notwithstanding any provision to the contrary contained herein, it is recognized that Agency is a public agency of the State of Mississippi and is subject to the

Mississippi Public Records Act. Mississippi Code Annotated §§ 25-61-1 *et seq.* If a public records request is made for any information provided to Agency pursuant to the agreement and designated by the Contractor in writing as trade secrets or other proprietary confidential information, Agency shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information. The Agency shall not be liable to the Contractor for disclosure of information required by court order or required by law.

6. Contractor Personnel. The Agency shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by Contractor. If the Agency reasonably rejects staff or subcontractors, Contractor must provide replacement staff or subcontractors satisfactory to the Agency in a timely manner and at no additional cost to the Agency. The day-to-day supervision and control of Contractor's employees and subcontractors is the sole responsibility of Contractor.
7. 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 bid, 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;
  - (3) has not, within a three-year period preceding this bid, 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 bid, had one (1) or more public transactions (federal, state, or local) terminated for cause or default.
8. Disclosure of Confidential Information. In the event that either party to this agreement 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 confidential or otherwise protected information that party shall promptly inform the other party and thereafter respond in conformity with such subpoena to the extent mandated by law. This section shall survive the termination or completion of this agreement. The parties agree that this section is subject to and superseded by Mississippi Code Annotated §§ 25-61-1 *et seq.*
9. Exceptions to Confidential Information. Contractor and the State shall not be obligated to treat as confidential and proprietary any information disclosed by the other party ("disclosing party") which:

- (1) is rightfully known to the recipient prior to negotiations leading to this agreement, other than information obtained in confidence under prior engagements;
  - (2) is generally known or easily ascertainable by nonparties of ordinary skill in the business of the customer;
  - (3) is released by the disclosing party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction;
  - (4) is independently developed by the recipient without any reliance on confidential information;
  - (5) is or later becomes part of the public domain or may be lawfully obtained by the State or Contractor from any nonparty; or,
  - (6) is disclosed with the disclosing party's prior written consent
10. Errors in Extension. If the unit price and the extension price are at variance, the unit price shall prevail.
  11. Failure to Deliver. In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the Agency, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Agency may have.
  12. Failure to Enforce. Failure by the Agency 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 Agency to enforce any provision at any time in accordance with its terms.
  13. Final Payment. Upon satisfactory completion of the work performed under this contract, as a condition before final payment under this contract, or as a termination settlement under this contract, Contractor shall execute and deliver to the Agency a release of all claims against the State arising under, or by virtue of, the contract, except claims which are specifically exempted by Contractor to be set forth therein. Unless otherwise provided in this contract, by state law, or otherwise expressly agreed to by the parties in this contract, final payment under the contract or settlement upon termination of this contract shall not constitute waiver of the State's claims against Contractor under this contract.
  14. 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.

15. HIPAA Compliance. Contractor agrees to comply with the “Administrative Simplification” provisions of the Health Insurance Portability and Accountability Act of 1996, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the services under this contract.
16. 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 upon approval of the Office of the Mississippi Attorney General, 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 Office of the Mississippi Attorney General. 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 concurrence of the Office of the Mississippi Attorney General, which shall not be unreasonably withheld.
17. Independent Contractor Status. Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the State. Nothing contained herein shall be deemed or construed by the State, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the State and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the State or Contractor hereunder creates, or shall be deemed to create a relationship other than the independent relationship of the State and Contractor. Contractor’s personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Agency, and the Agency shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The Agency shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Agency shall not provide to Contractor any insurance coverage or other benefits, including Worker’s Compensation, normally provided by the State for its employees.
18. Integrated Agreement/Merger. This agreement, including all contract documents, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations or agreements, irrespective of whether written or oral. This



agreement may be altered, amended, or modified only by a written document executed by the State and Contractor. Contractor acknowledges that it has thoroughly read all contract documents and has had the opportunity to receive competent advice and counsel necessary for it to form a full and complete understanding of all rights and obligations herein. Accordingly, this agreement shall not be construed or interpreted in favor of or against the State or Contractor on the basis of draftsmanship or preparation hereof.

19. 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.
20. No Limitation of Liability. Nothing in this agreement shall be interpreted as excluding or limiting any tort liability of Contractor for harm caused by the intentional or reckless conduct of Contractor or for damages incurred through the negligent performance of duties by Contractor or the delivery of products that are defective due to negligent construction.
21. Notices. All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For the Agency:	For Contractor:
[Name, Title]	[Name, Title]
[Agency Name]	[Contractor Name]
[Address]	[Address]
[City, State, Zip]	[City, State, Zip]

22. Non-solicitation of Employees. Each party to this agreement agrees not to employ or to solicit for employment, directly or indirectly, any persons in the full-time or part-time employment of the other party until at least six (6) months after this agreement terminates unless mutually agreed to in writing by the State and Contractor.
23. Oral Statements. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the Agency and agreed to by Contractor.
24. Ownership of Documents and Work Papers. Agency shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with the project which is the subject of this agreement, except for Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to Agency upon termination or completion of the agreement. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from Agency and subject to any copyright protections.

25. Priority. The contract consists of this agreement with exhibits, the procurement Invitation for Bids [number] (hereinafter referred to as IFB and attached as Schedule [ ]), and the response bid dated [date] by [CONTRACTOR NAME] (hereinafter referred to as Bid and attached as Schedule [ ]). Any ambiguities, conflicts or questions of interpretation of this contract shall be resolved by first, reference to this agreement with exhibits and, if still unresolved, by reference to the IFB and, if still unresolved, by reference to the Bid. Omission of any term or obligation from this agreement or attached Schedules [ ] or [ ] shall not be deemed an omission from this contract if such term or obligation is provided for elsewhere in this contract.
26. Quality Control. Contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of Contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the Agency.
27. Record Retention and Access to Records. Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers, and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three-year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three-year period, whichever is later.
28. Recovery of Money. Whenever, under the contract, any sum of money shall be recoverable from or payable by Contractor to the Agency, the same amount may be deducted from any sum due to Contractor under the contract or under any other contract between Contractor and the Agency. The rights of the Agency are in addition and without prejudice to any other right the Agency may have to claim the amount of any loss or damage suffered by the Agency on account of the acts or omissions of Contractor.
29. Right to Audit. Contractor shall maintain such financial records and other records as may be prescribed by the Agency or by applicable federal and state laws, rules, and regulations. Contractor shall retain these records for a period of three years after final payment, or until they are audited by the Agency, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees, or other authorized bodies.

30. Right to Inspect Facility. The State may, at reasonable times, inspect the place of business of a Contractor or any subcontractor which is related to the performance of any contract awarded by the State.
31. Severability. If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.
32. State Property. Contractor will be responsible for the proper custody and care of any state-owned property furnished for Contractor's use in connection with the performance of this agreement. Contractor will reimburse the State for any loss or damage, normal wear and tear excepted.
33. Third Party Action Notification. Contractor shall give the customer prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Contractor by any entity that may result in litigation related in any way to this agreement.
34. Unsatisfactory Work. If, at any time during the contract term, the service performed or work done by Contractor is considered by the Agency 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 Agency, immediately correct such deficient service or work. In the event Contractor fails, after notice, to correct the deficient service or work immediately, the Agency shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of Contractor.
35. Waiver. No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to this agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of this agreement will void, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults.
36. Requirements Contract. During the period of the contract, Contractor shall provide all the service described in the contract. Contractor understands and agrees that this is a requirements contract and that the Agency shall have no obligation to Contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the Agency for the period of the contract. The amount is only an estimate and Contractor understands and agrees that the Agency is under no obligation to 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. Contractor further understands and agrees

that the Agency 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.

# ATTACHMENT H

## MCI Staffing Services Contract Discrepancy Report

MCI staffing services located at: \_\_\_\_\_

Date and Time of Service: \_\_\_\_\_

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

**Discrepancy or Problem:** (Describe in detail; attach supporting document; include reference to specification requirement; and attach continuation sheet if necessary).

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contractor Response as to Cause, Corrective Action, and/or Actions to Prevent Recurrence:** (Cite applicable existing or new Quality Control Program or Procedures; and attach continuation sheet if necessary).

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contracting Agency Evaluation and Action:** (Partial or full acceptance, rejection, payment deduction, cure notice, show cause, termination, other; attach continuation sheet if necessary).

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_