



**STATE OF MISSISSIPPI**  
Phil Bryant, Governor  
**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES**  
Dr. David A. Chandler, Commissioner

Ms. Catoria Martin, Director  
Personal Service Contract Review Board (PSCRB)  
Mississippi State Personnel Board  
210 East Capitol Street, Suite 800  
Jackson, MS 39201

Dear Ms. Martin:

This letter is to provide PSCRB the information as outlined in PSCRB Rules and Regulations Effective 7.1.16, **Section 7-119 DHS or DCPS Personal Service Contracts.**

CONTRACTOR: Instructional Access, Inc.

CONTRACT TERM: June 1, 2017 through May 31, 2018

RENEWAL: N/A

METHOD OF PROCUREMENT: RFP

TOTAL COST OF CONTRACT: \$172,100.00

PURPOSE OF CONTRACT: Instructional Access, Inc. will provide computer training to approximately one hundred (100) Independent Living Program youth. This computer training will enhance their computer skills and broaden their opportunities as they transition out of foster care.

STATEMENT OF USEFULNESS FOR ESTABLISHING AND OPERATING DCPS:  
N/A

COPY OF PROPOSED CONTRACTUAL AGREEMENT: ATTACHED

If there are any questions, please contact me at (601) 359-4495.

Sincerely,

DocuSigned by:  
  
564B8E9DE19E46D  
David A. Chandler

DAC:BL:jb

Attachment

P. O. Box 346 · 660 North Street · Jackson, Mississippi 39205  
Phone (601) 359-4368 · Email: [mdcps.co@mdcps.ms.gov](mailto:mdcps.co@mdcps.ms.gov)  
[www.mdcps.ms.gov](http://www.mdcps.ms.gov)



Personal Service Contract Review Board  
Form PSCRB-006  
**RFP EVALUATION FACTOR SCORING SHEET**

Using the table below, provide a list of the evaluation factors used in scoring the procurement, the total number of points available for each factor, and the number of points awarded to each respondent for each evaluation factor. The total number of points awarded to each respondent should be provided at the bottom of this table. This scoring sheet must be submitted to the Personal Service Contract Review Board with contracts that use an RFP as a procurement method. If sub-categories are utilized in addition to the required factors below, a definition of the evaluation factor(s) and an explanation for the assigned weight(s) should be provided as well.

LIST OF EVALUATION FACTORS	DEFINITION OF FACTORS	WEIGHT OF FACTOR (percentage)	EXPLANATION OF WEIGHT ASSIGNED	Respondents/Points Awarded					
				Instructional Access					
<b>The plan for performing required services</b>	A detailed narrative including ideas, procedures, strategies, action plans, milestones, and timelines that will be utilized to achieve the specific outcome(s) identified in the solicitation for services.	25%	Describing a detailed proposed plan of the required services and the completeness of the response is critical	25					
<b>Ability to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services, and the qualifications and abilities of personnel proposed to be assigned to perform the services</b>	A detailed narrative that demonstrates the skills, expertise, means, capability, and capacity to successfully perform the services identified in the solicitation, including certifications, demonstrated proficiency, competencies, and records of past performance of proposed staff that will be assigned to perform the services.	20%	Proposer's ability to provide the required services as reflected/evidence by qualifications (education, experience) is very important	20					



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<b>The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting</b>	A detailed narrative that demonstrates possession of adequate machinery, apparatus, appliances, technical instruments, and facilities to perform the service identified in the solicitation. The narrative should include statements regarding the respondent's commitment and the staff's availability to perform the services identified in the solicitation within the timeframe specified in the solicitation.	15%	The proposer abilities to perform the required services with financial resources at the time of contracting is important	11.67					
<b>A record of past performance of similar work</b>	A detailed narrative providing written evidence of successful completion of previous work that is of the same type or closely resembles the service identified in the solicitation.	15%	The proposer will provide past performance or similar work in scope, size or discipline is important.	15					



Personal Service Contract Review Board  
Form PSCRB-006  
**RFP EVALUATION FACTOR SCORING SHEET**

LIST OF EVALUATION FACTORS	DEFINITION OF FACTORS	WEIGHT OF FACTOR (percentage)	EXPLANATION OF POINTS ASSIGNED	Respondents/Points Awarded				
<b>Price</b>	Documentation of and methodology for calculation or the price formula used and the assessment of fees that will be charged to complete the services identified in the solicitation. The pricing structure should conform to the specifications contained in the solicitation.	25%	The proposer's ability to provide a reasonable price for the required services is critical	25				
<b>Additional (optional) factors listed by agency</b>	Definition provided by agency:							
<b>Total Points Awarded</b>		<b>100%</b>		<b>96.67</b>				

# **CONTRACT AGREEMENT**

PSC-009-01  
March 2017

**STATE OF MISSISSIPPI  
MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES  
CONTRACT FOR COMPUTER CAMP SERVICES**

1. Parties. The parties to this contract are the Mississippi Department of Child Protection Services (hereinafter “MDCPS”) and Instructional Access, Inc. (hereinafter “Independent Contractor”).
2. Purpose. The purpose of this contract is for the MDCPS to engage Independent Contractor and Independent Contractor hereby agrees to render certain professional services described in Paragraph 3, “Scope of Services.”
3. Scope of Services. Independent Contractor will perform and complete in a timely and satisfactory manner the services described in the “Scope of Services” attached hereto as Exhibit A, and the “*2<sup>nd</sup> Modified Mississippi Settlement Agreement and Reform Plan,*” attached hereto as Exhibit B, and incorporated herein by reference.
4. Consideration. As consideration for the performance of this Contract, the Independent Contractor shall be paid a fee not to exceed One Hundred Seventy Two Thousand One Hundred Dollars and Zero Cents (\$172,100.00) in accordance with the Budget attached hereto as Exhibit C. It is expressly understood and agreed that in no event shall the total compensation paid hereunder exceed the specified amount of One Hundred Seventy Two Thousand One Hundred Dollars and Zero Cents (\$172,100.00).
5. Period of Performance. This contract will become effective for the period beginning June 1, 2017 and ending on May 31, 2018, upon the approval and signature of both parties hereto.
6. Renewal of Contract: The contract may be renewed at the discretion of MDCPS upon written notice to Independent Contractor at least ninety days prior to each contract anniversary date for a period of four successive one-year periods under the same prices, terms, and conditions as in the original contract and/or subsequent contracts. The total number of renewal years permitted shall not exceed four, or extend past May 31, 2022. However, if MDCPS does not intend to renew the contract, Instructional Access, Inc. shall be notified at least ninety (90) days prior to the contract anniversary date.
7. Method of Payment. Independent Contractor agrees to accept payments referenced in Paragraph 4, “Consideration”, to be paid as billed by Independent Contractor, upon review and approval by MDCPS. Independent Contractor agrees to submit invoices to MDCPS that contain a detailed account of each billing. The final invoice is to be submitted no later than August 10, 2017. Independent Contractor is classified as an independent contractor and not a contractual employee of MDCPS. As such, any compensation due and payable to Independent Contractor will be paid as gross amounts. Independent Contractor invoices shall be submitted to MDCPS at [contract.invoices@mdcps.ms.gov](mailto:contract.invoices@mdcps.ms.gov).
8. 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. Independent Contractor shall comply with applicable federal, state, and local laws and regulations.
9. Availability of Funds. It is expressly understood and agreed that the obligation of the MDCPS 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 MDCPS, MDCPS shall have the right upon ten (10) working days written notice to Independent Contractor, to terminate this agreement without damage, penalty, cost or expenses to the MDCPS of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

10. Representation Regarding Contingent Fees. Independent Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid or proposal.
11. Representation Regarding Gratuities. The Independent Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Personal Service Contract Review Board Rules and Regulations*.
12. Compliance with Laws. Independent Contractor understands that MDCPS 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 Independent Contractor agrees during the term of the agreement that Independent Contractor will strictly adhere to this policy in its employment practices and provision of services. Independent 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.
13. Insurance. Independent 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 Independent Contractor's personnel provided hereunder; comprehensive general liability or professional liability insurance, and employee dishonesty insurance or fidelity bond insurance with third party liability coverage. All general liability, professional liability, employee dishonesty, and fidelity bond insurance will provide coverage MDCPS as an additional insured. MDCPS 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.
14. Indemnification. To the fullest extent allowed by law, Independent 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 Independent 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, Independent Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Independent Contractor defends said claim, suit, etc., Independent Contractor shall use legal counsel acceptable to the State. Independent 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. Independent Contractor shall not settle any claim, suit, etc. without the State's concurrence, which the State shall not unreasonably withhold.

15. Stop Work Order.

- a. *Order to Stop Work:* MDCPS, may, by written order to Independent Contractor at any time, and without notice to any surety, require Independent 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 Independent 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, Independent 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 MDCPS 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, Independent Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Independent 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 Independent Contractor's cost properly allocable to, the performance of any part of this contract; and,
  - ii. Independent Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if MDCPS 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.

16. Termination for Convenience.

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

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Independent Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

17. Termination for Default.

- a. *Default.* If Independent 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 Commissioner or designee may notify Independent 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 Commissioner or designee, such officer may terminate Independent 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 Commissioner or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Commissioner or designee. Independent Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.
- b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the procurement officer, Independent Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Independent 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 Independent Contractor such sums as the Commissioner 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, Independent 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 Independent Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Commissioner 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, Independent 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 Independent Contractor to meet the contract requirements. Upon request of Independent Contractor, the Commissioner 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, Independent 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-priced contracts, "Termination for Convenience". (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).
- e. *Erroneous Termination for Default.* If, after notice of termination of Independent 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.
18. Termination Upon Bankruptcy. This contract may be terminated in whole or in part by MDCPS upon written notice to Independent Contractor, if Independent Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Independent Contractor of an assignment for the benefit of its creditors. In the event of such termination, Independent 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.
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. E-Payment. Independent Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. MDCPS 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 MDCPS within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-305.
21. E-Verify If applicable, Independent 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. Independent 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, Independent Contractor agrees to provide a copy of each such verification. Independent 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 Independent Contractor to the following:
- (1) termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
  - (2) the loss of any license, permit, certification or other document granted to Contractor by an MDCPS, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
  - (3) both.
- In the event of such cancellations/termination, Independent 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.

22. Transparency. This contract, including any accompanying exhibits, attachments, and appendices, is subject to the “Mississippi Public Records Act of 1983,” and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration’s independent MDCPS contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Independent 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.
23. 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 Independent Contractor’s choice. The State may, at its sole discretion, require Independent Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Independent Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.
24. Procurement Regulations. The contract shall be governed by the applicable provisions of the *Mississippi Personal Service Contract Review Board Rules and Regulations*, a copy of which is available at 210 East Capitol, Suite 800, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.mspb.ms.gov>.
25. Trade Secrets, Commercial and Financial. 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.
26. Requirements Contract. During the period of the contract, Independent Contractor shall provide all the service described in the contract. Independent Contractor understands and agrees that this is a requirements contract and that MDCPS shall have no obligation to Independent Contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of MDCPS for the period of the contract. The amount is only an estimate and Independent Contractor understands and agrees that MDCPS is under no obligation to Independent 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. Independent Contractor further understands and agrees that MDCPS 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.
27. 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

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agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults

In witness whereof, the parties hereto have affixed, on duplicate originals, their signatures on the date indicated below, after first being authorized so to do.

\_\_\_\_\_  
DATE

By:

\_\_\_\_\_  
Steve Martin  
Co-President/Chief Information Officer  
Instructional Access, Inc.

\_\_\_\_\_  
DATE

By:

\_\_\_\_\_  
Dr. David A. Chandler, Commissioner  
Mississippi Department of Child Protection  
Services

# EXHIBIT A

## SCOPE OF SERVICES

Instructional Access, Inc. will perform the following services upon request of MDCPS in fulfillment of the purposes of this contract.

The computer camp is designed to provide youth in the custody of the Mississippi Department of Child Protection Services (MDCPS) with technology skills (Training in Microsoft applications and other related technology skills), computers, other related equipment (printer, mouse and required cables) and the opportunity to enhance independent living skills through an online I.L. module training.

**Date of Services:** June 26 -28, 2017

### Technology Scope:

1. Provide a laptop and color inkjet printer for 100 participants.
2. Provide 100 participants with a laptop carrying case (backpack), mouse, mouse pad, 4.0 GB flash drive, and Microsoft software/courseware.
3. Provide unlimited technical support via a toll-free telephone number or online site.

### Instructional Scope:

1. Provide workshop instruction to include the following: Setting up software; software installation; computer operations; software operations.
2. Provide online module independent living skill training in the areas of goal setting, money management, employment, housing, education (how to complete college applications/federal student aid applications), social media etiquette and self-care (hygiene).
3. Provide eight (8) instructors (**two (2) instructors per group with a total of four (4) groups**) with five (5) or more years of experience providing technology training to at-risk youth hold a state issued teaching license and have the US Department of Justice clearance.
4. Provide online module independent living skills training to 30 to 40 youth who attended last year's computer camp.
5. Provide afternoon and evening snacks for 100 computer camp participants for June 26 and June 27.

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## **EXHIBIT B**

# **2<sup>nd</sup> Modified Mississippi Settlement Agreement and Reform Plan**

(See Mississippi Department of Child Protection Services Website)  
<https://www.mdcps.ms.gov/olivia-y-lawsuit/>

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<b>QTY</b>	<b>Instructional Access Supplied Items</b>	<b>Meets RFP Requirements</b>	<b>Exceeds RFP Requirement</b>	<b>Cost Per Student</b>	<b>Total Cost 100 Youth</b>
<b>Hardware &amp; Warranty</b>				700.68.00	70,068.00
100	Laptop Convertible Computers HP Pavilion X 360		<input checked="" type="checkbox"/>		
100	Color Inkjet Printer	<input checked="" type="checkbox"/>			
100	Printer Cable	<input checked="" type="checkbox"/>			
100	External Mouse	<input checked="" type="checkbox"/>			
100	Mouse Pad	<input checked="" type="checkbox"/>			
100	Laptop Backpack Case	<input checked="" type="checkbox"/>			
100	USB 4GB Flash Drive	<input checked="" type="checkbox"/>			
100	2 - Year Warranty + Accident Coverage		<input checked="" type="checkbox"/>		
<b>Software, Courseware, and Accessories</b>				295.00	29,500.00
300	Afternoon and Evening Snacks				
100	Windows 10	<input checked="" type="checkbox"/>			
100	Microsoft Office Standard Suite 2016		<input checked="" type="checkbox"/>		
100	Windows Defender Anti-Virus Software	<input checked="" type="checkbox"/>			
100	Job Hunting Handbook- "How to Land and Interview, Impress the Hiring Manager and Get the Job"		<input checked="" type="checkbox"/>		
<b>Event Administration &amp; Teaching Staff</b>				419.80	41,980.00
8	Teachers with Teaching Credentials (two teachers per group )	<input checked="" type="checkbox"/>			
1	Logistics Staff (on-site at camp)		<input checked="" type="checkbox"/>		
3	Administrators (on-site at camp)		<input checked="" type="checkbox"/>		
<b>Other Required Services</b>				305.52	30,552.00
1 set	Custom Designed Curriculum		<input checked="" type="checkbox"/>		
1 set	On-Site Laptop Registration		<input checked="" type="checkbox"/>		
300	Afternoon and Evening Snacks (3 days)	<input checked="" type="checkbox"/>			
1 set	Certificate of Completion Printing	<input checked="" type="checkbox"/>			
1 set	Evaluation and Follow-up with Program Director of Mississippi ILS		<input checked="" type="checkbox"/>		
<b>Total Cost of Computer Camps for 100 students</b>				<b>1,721.00</b>	<b>172,100.00</b>

# **E-VERIFY**



### Employment Eligibility Verification

Welcome  
Steve Martin

User ID  
SMAR1675

Last Login  
01:58 PM - 07/05/2016

Log Out



Click any for help

Home

My Cases

New Case

View Cases

Search Cases

My Profile

Edit Profile

Change Password

Change Security Questions

My Company

Edit Company Profile

Add New User

View Existing Users

Close Company Account

My Reports

View Reports

My Resources

View Essential Resources

Take Tutorial

View User Manual

Share Ideas

Contact Us

## Company Information

**Company Name:** Instructional Access

[View / Edit](#)

**Company ID Number:** 241816

**Doing Business As (DBA) Name:**

**DUNS Number:**

### Physical Location:

**Address 1:** 231 Alessandro Blvd

**Address 2:** Ste A305

**City:** Riverside

**State:** CA

**Zip Code:** 92508

**County:** RIVERSIDE

### Mailing Address:

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zip Code:**

### Additional Information:

**Employer Identification Number:** 330792430

**Total Number of Employees:** 5 to 9

**Parent Organization:**

**Administrator:**

### Organization Designation:

**Employer Category:** None of these categories apply

**NAICS Code:** 611 - EDUCATIONAL SERVICES

[View / Edit](#)

**Total Hiring Sites:** 1

[View / Edit](#)

**Total Points of Contact:** 2

[View / Edit](#)

[View MOU](#)

**FEDERAL DEBARMENT  
VERIFICATION REQUIREMENT  
FORM**

Federal Debarment Verification Form  
Revised April 5, 2016

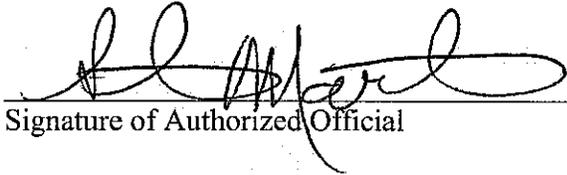
**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES**

**FEDERAL DEBARMENT VERIFICATION FORM**

*Please Print/Type Clearly in Blue Ink*

Subgrantee's/Contractor's Name	Instructional Access, Inc.
Authorized Official's Name	Steve Martin
DUNS Number	081914991
Address	231 E. Alessandro Blvd. Ste. A305, Riverside, CA 92508
Phone Number	(951) 341-8982
Are you currently registered with <u>www.sam.gov</u> (Respond Yes or No)	Yes
Registration Status (Type Active or Inactive)	Active
Active Exclusions (Type Yes or No)	NO

I hereby certify that Instructional Access, Inc. is not on the list for federal  
Subgrantee's Name/Contractor's Name  
debarment on www.sam.gov -System for Award Management.

  
\_\_\_\_\_  
Signature of Authorized Official

03/30/2017  
\_\_\_\_\_  
Date

Partnership Debarment Verification Form  
Revised April 5, 2016

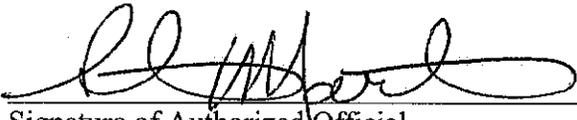
**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES**

**PARTNERSHIP DEBARMENT VERIFICATION FORM**

*Please Print/Type Clearly in Blue Ink*

Subgrantee's/Contractor's Name	Instructional Access, Inc.
Authorized Official's Name	Steve Martin
DUNS Number	081914991
Address	231 E. Alessandro Blvd. Ste. A305, Riverside, CA 92508
Phone Number	(951) 341-8982

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

  
\_\_\_\_\_  
Signature of Authorized Official

03/30/2017  
\_\_\_\_\_  
Date

# **INSURANCE INFORMATION**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/14/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 <b>HUB International Insurance Services Inc.</b> P. O. Box 5345 Riverside, CA 92517	CONTACT NAME: <b>Jennifer House</b> PHONE (A/C, No, Ext): <b>(951) 779-8581</b> FAX (A/C, No): E-MAIL ADDRESS: <b>cal.cpu@hubinternational.com</b>
INSURED  <b>Instructional Access, Inc.</b> 231 East Alessandro Blvd., Suite A-305 Riverside, CA 92508	INSURER(S) AFFORDING COVERAGE      NAIC # INSURER A : <b>Philadelphia Indemnity Insurance Company</b> <b>18058</b> INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			<b>PHPK1489483</b>	<b>05/01/2016</b>	<b>05/01/2017</b>	EACH OCCURRENCE      \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence)      \$ <b>100,000</b> MED EXP (Any one person)      \$ <b>5,000</b> PERSONAL & ADV INJURY      \$ <b>1,000,000</b> GENERAL AGGREGATE      \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG      \$ <b>2,000,000</b> COMBINED SINGLE LIMIT (Ea accident)      \$ BODILY INJURY (Per person)      \$ BODILY INJURY (Per accident)      \$ PROPERTY DAMAGE (Per accident)      \$ UMBRELLA LIAB      OCCUR      \$ EXCESS LIAB      CLAIMS-MADE      \$ DED      RETENTION \$      \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						EACH OCCURRENCE      \$ AGGREGATE      \$ PER STATUTE      OTH-ER E.L. EACH ACCIDENT      \$ E.L. DISEASE - EA EMPLOYEE      \$ E.L. DISEASE - POLICY LIMIT      \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)      Y/N <b>N/A</b> If yes, describe under DESCRIPTION OF OPERATIONS below						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) FOR INFORMATIONAL PURPOSES ONLY.

<b>CERTIFICATE HOLDER</b>  Mississippi Department of Human Services 750 North State Street Jackson, MS 39202	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--



## CRIME POLICY DECLARATIONS FORM A

This policy consists of this Declarations Form, the Common Policy Conditions, the Crime General Provisions Form, one or more Coverage Forms, and endorsements if any issued to form a part of the policy.

POLICY NO. W150171599

COMPANY	 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <h3 style="margin: 0;">OLD REPUBLIC</h3> <p style="margin: 0;">Surety Company</p> </div>
---------	--

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

<b>1. NAMED INSURED</b>		
INSTRUCTIONAL ACCESS, INC., 401(K) PLAN		
<b>2. MAILING ADDRESS</b>		
6820 INDIANA AVE., #275 RIVERSIDE, CA 92506		
<b>3. POLICY PERIOD:</b> From <u>September 24, 2013</u> to <u>Continuous Until Cancelled or Released</u> (12:01 A.M. Standard Time at your mailing address shown above)		
<b>4. COVERAGE, LIMITS OF INSURANCE AND DEDUCTIBLE</b>		
Coverage Forms Forming Part of This Policy	Limit of Insurance	Deductible Amount
Employee Dishonesty Coverage Form Coverage Form A-Blanket CR 00 01 10 90	\$ 50,000.00	\$0.00
Crime General Provisions (Loss Sustained Form) CR 10 00 04 97		
<b>5. ENDORSEMENTS FORMING PART OF THIS POLICY WHEN ISSUED:</b>		
Welfare and Pension Plan ERISA Compliance (Loss Sustained Form) CR 10 27 04 97 Exclude Designated Persons or Classes CR 10 02 01 89 Limit of Liability/Occurrence Endorsement ORSC 22862 ERISA Policy Limit Endorsement (Loss Sustained) ORSC 22870 California Non Cumulation of Limits SE 90 06 02 02		
<b>6. CANCELLATION OF PRIOR INSURANCE:</b> By acceptance of this Policy you give us notice cancelling prior policy or bond Nos.		
the cancellation to be effective at the time this Policy becomes effective.		

In Witness Whereof, we have caused this policy to be executed and attested, and, if required by state law, this policy shall not be valid unless countersigned by our authorized representative.

  
Assistant Secretary

  
Senior Vice President

COUNTERSIGNED September 24, 2013 (Date) BY Phyllis M Johnson Asst Secretary (Authorized Representative)

**W-9**

Form **W-9**  
(Rev. August 2013)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Name (as shown on your income tax return)  
**Instructional Access, Inc.**  
Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Other (see instructions) ▶ \_\_\_\_\_

Exemptions (see Instructions):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from FATCA reporting code (if any) \_\_\_\_\_

Address (number, street, and apt. or suite no.)  
**6820 Indiana Ave. Ste. 275**  
City, state, and ZIP code  
**Riverside, CA 92506**  
List account number(s) here (optional)

Requester's name and address (optional)

Print or type  
See Specific Instructions on page 2.

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

			-			-			
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Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number

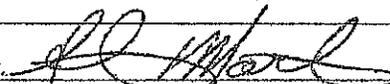
3	3	-	0	7	9	2	4	3	0
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## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here    Signature of U.S. person ▶     Date ▶ **July 8, 2014**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on [irs.gov](http://irs.gov) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

# **Minority Vendor Form**

STATE OF MISSISSIPPI  
MINORITY VENDOR SELF CERTIFICATION FORM

Please complete the following information on this form and return immediately to the Mississippi Department of Finance and Administration, Attention: Vendor File Maintenance, P.O. Box 1060, Jackson, Mississippi 39215. Forms may also be faxed to (601) 359-5525.

Name of Business: Instructional Access, Inc.

Address: 231 E. Alessandro Blvd. Ste. A305 Post Office Box: \_\_\_\_\_

City: Riverside State: CA Zip: 92508

Telephone: (951) 341-8982 Tax I.D.: 33-07924301

SAAS Vendor #s (if known): \_\_\_\_\_

MINORITY STATUS

As used in this provision, means a business concern that (1) is at least 51% minority-owned by one or more individuals, or minority business enterprises that are both socially and economically disadvantaged and (2) have its management and daily business controlled by one or more such individuals as ascribed under the Minority Business Enterprise Act 57-69 and the Small Business Act 15 USCS, Section 637 (a). See back of form for more information. Should you require additional information regarding your Minority Status, or need assistance in completing this form please call the Mississippi Development Authority, Minority Business Enterprise Division at 601-359-3448.

Applicable  Not Applicable

IF MINORITY STATUS IS APPLICABLE, PLEASE CHECK APPROPRIATE CODE BELOW:

Minority Business Enterprise

- A (Asian Indian)
- B (Asian Pacific)
- C (Black American)
- D (Hispanic American)
- E (Native American)

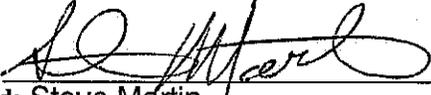
Women Business Enterprise

- M (Asian Indian)
- N (Asian Pacific)
- O (Black American)
- P (Hispanic American)
- Q (Native American)
- R (Other) Non Ethnic Women

The undersigned certifies under the penalties (administrative suspension and/or ineligibility for participation) set forth in the Minority Business Enterprise Act 57-69, and the Small Business Act 15 USCS, Section 637 (a), that the company classification and selected information above is true and correct. The undersigned will advise of any change in such classification at once.

Business: Instructional Access, Inc.

Date: 03/30/2017 Title: Co-President

Certified by:   
Name Printed: Steve Martin

Issue Date March 31, 2002

**PROPRIETARY  
INFORMATION**

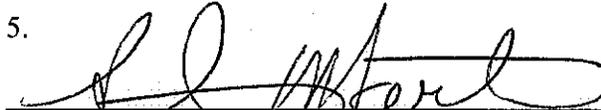
### Proprietary Information Form

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

Yes \_\_\_\_\_ No  X

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

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

 03/30/2017 (No stamped signature)  
Signature of Authorized Official/ Title                      Date

Instructional Access, Inc.  
Name of Organization

**RFP**



**Dr. David A. Chandler  
Commissioner**

**Mississippi Department of Child Protection Services**

**Request for Proposals**

**INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until April 7, 2017 by 12:00 p.m., Central Time for the acquisition of the product/services described below.**

**Computer Camp Services  
RFP NO. 2017COMP001**

**Request for Proposals Coordinator: Leigh Washington  
750 North State Street  
Jackson, MS 39202  
Email: [Contracts.DFCS@mdcps.ms.gov](mailto:Contracts.DFCS@mdcps.ms.gov)**

**MDCPS WELCOMES PARTICIPATION OF MINORITY BUSINESSES (EXHIBIT L)**

**Invitation:** Written proposals subject to the conditions herein stated and attached hereto, will be received at this office until April 7, 2017, at 12:00 p.m. Central Time, for furnishing the services as described below for the Mississippi Department of Child Protection Services, (hereinafter “MDCPS”).

**Description:** MDCPS is hereby requesting written proposals to provide Computer Camp services. MDCPS will receive proposals from firms having specific experience and qualifications in the area identified in the solicitation. For consideration, proposals for the project must contain evidence of the firm's experience and abilities in the specified area and other disciplines directly related to the proposed service. Other information required by MDCPS may be included elsewhere in the solicitation. Unless otherwise stated, all proposers shall provide profiles and resumes of the staff to be assigned to the project, references, illustrative examples of similar work performed, and any other information that clearly demonstrates the proposer’s expertise in the area of the solicitation. A selection committee shall review and evaluate all replies. The selection committee will have only the response to the solicitation to review for selection of finalists. It is, therefore, important that respondents emphasize specific information pertinent to the work. Evaluation of the responses will based on the following criteria:

- (1) The overall quality of the proposed plan for performing the required services (the plan should reflect an understanding of the project and its objectives). Describe how the services will be performed. Consideration will be given to the completeness of the response to the specific requirements of the solicitation. **(Critical)**
- (2) Proposer's ability to provide the required services as reflected/evidenced by qualifications (education, experience, etc.). This includes the ability of the proposer to provide a work product that is legally defensible. A narrative that includes specific timelines, education and general experience in providing the required services as outlined in the detailed specifications. **(Very Important)**
- (3) The personnel, equipment, facilities, and financial resources to perform the services currently available or demonstrated to be made at the time of contracting. **(Important)**
- (4) A descriptive overview of past performance of similar work in scope, size or discipline to the required services were performed or undertaken within the past three (3) years. **(Important)**
- (5) Cost. A narrative provided describing the proposed use of funds, cost effectiveness, accurate calculations and itemized budget breakdown of the funded services **(Critical)**

***Procurement Schedule***

<b>Task</b>	<b>Date</b>
Advertisement Dates for RFP	March 8, 2017; March 15, 2017
Receive Attendees at optional pre-proposal conference	March 17, 2017, 3:00pm.CT
Optional Pre-proposal Conference	March 20, 2017, 10:00am
Receive Questions for Clarification Deadline	March 21, 2017, 12:00 p.m. CT
Respond in Writing to Clarification @www.mdcps.ms.gov	March 23, 2017
Required Letter of Intent Deadline	March 28, 2017, 12:00 p.m. CT
Proposals Deadline	April 7, 2017, 12:00 p.m. CT
Evaluation of Proposals	April 11, 2017 or later
Notification to Proposer(s)	April 14, 2017 or later
Contract Negotiations	April 17, 2017 or later
Proposed Period of Performance	June 1, 2017 – August 31, 2017

**NOTE: MDCPS reserves the right to adjust the Procurement Schedule as it deems necessary.**

**MDCPS reserves the right to amend the contents of this RFP as it deems necessary. It is the Proposer's sole responsibility to monitor the website for amendments to this RFP to ensure that their response is pursuant to the amended RFP, if applicable. If applicable, the acknowledgement of amendment(s) must accompany the proposal immediately following the Proposal Cover Sheet (Exhibit A).**

***MDCPS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS WHERE THE PROPOSER TAKES EXCEPTION TO THE TERMS AND CONDITIONS OF THE RFP AND/OR FAILS TO MEET THE TERMS AND CONDITIONS AND/OR IN ANY WAY ATTEMPTS TO LIMIT THE RIGHTS OF MDCPS AND/OR THE STATE OF MISSISSIPPI, INCLUDING BUT NOT LIMITED TO, THE REQUIRED CONTRACTUAL TERMS AND PROVISIONS SET FORTH IN THIS RFP.***



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**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES  
750 NORTH STATE STREET  
JACKSON, MISSISSIPPI 39202**

**1.0 Specifications, Terms and Conditions for Computer Camp Services**

**1.1 General Statement:**

The Mississippi Department of Child Protection Services (hereinafter “MDCPS”), in order to ensure that selection procedures for screening applicants for jobs with the state service in Mississippi are job related and legally defensible, is desirous of securing the services of a professional consultant. Additional information may be obtained by written request to Leigh Washington, Mississippi Department of Child Protection Services, 750 N. State Street, Jackson, MS 39202.

**1.2 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.

**1.3 Detailed Minimum Specifications (Scope of Services):**

The computer camp is designed to provide youth in the custody of the Mississippi Department of Child Protection Services (MDCPS) with technology skills (Training in Microsoft applications and other related technology skills), computers, other related equipment (printer, mouse and required cables) and the opportunity to enhance independent living skills through an online I.L. module training.

**Date of Services:** June 26 -28, 2017

**Technology Scope:**

1. Provide a laptop and color inkjet printer for 100 participants.
2. Provide 100 participants with a laptop carrying case (backpack), mouse, mouse pad, 4.0 GB flash drive, and Microsoft software/courseware.
3. Provide unlimited technical support via a toll-free telephone number or online site.

## **Instructional Scope:**

1. Provide workshop instruction to include the following: Setting up software; software installation; computer operations; software operations.
2. Provide online module independent living skill training in the areas of goal setting, money management, employment, housing, education (how to complete college applications/federal student aid applications), social media etiquette and self-care (hygiene).
3. Provide eight (8) instructors (**two (2) instructors per group with a total of four (4) groups**) with five (5) or more years of experience providing technology training to at-risk youth hold a state issued teaching license and have the US Department of Justice clearance.
4. Provide online module independent living skills training to 30 to 40 youth who attended last year's computer camp.
5. Provide afternoon and evening snacks for 100 computer camp participants for June 26 and June 27.

## **Proposed Schedule:**

### Computer Camp/Youth Conference Proposed Schedule

#### **Monday June 26, 2017**

12:00- Registration/Lunch  
1:00-5:00 Computer Camp  
5:00-6:00 Dinner (Will be provided)  
6:00-8:30 Computer Camp  
9:00-10:30 Activity (Will be provided)  
Snack (Contractor Responsibility)  
11:00 Lights out!

#### **Tuesday June 27, 2017**

8:00-9:00 Breakfast (Will be provided)  
9:00-12:00 Computer Camp  
12:00-1:00 Lunch (Will be provided)  
1:00-5:00 Computer Camp  
5:00-6:00 Dinner (Will be provided)  
6:00-8:30 Computer Camp  
9:00-10:30 Activity (Will be provided)  
Snack (Contractor Responsibility)  
11:00 Lights Out!

#### **Wednesday, June 28, 2017**

8:00-9:00 Breakfast (Will be provided)  
9:00-12:00 Computer Camp  
12:00-1:00 Lunch (Will be provided)

1:00-5:00 Computer Camp  
5:00-6:00 Dinner (Will be provided)

## **2.0 Consultant's Written Proposal Shall Contain the Following Minimum Information:**

- (1) name of consultant, location of consultant's principal place of business, and the place of performance of the proposed contract,
- (2) age of consultant's business and the average number of employees over the past three years;
- (3) resume' listing abilities, qualifications and experience of all individuals who will be assigned to provide the required services;
- (4) listing of three contracts under which services similar in scope, size, or discipline were performed or undertaken, including at least two (2) references for current contracts or those awarded during the past three (3) years (On a proposal form, list three (3) projects to include the names and addresses of the projects, the scope of the project, and the names and telephone numbers of the clients for reference purposes. All information on the proposal form must be completed. Incomplete or unsigned proposal forms will be rejected.);
- (5) a plan giving as much detail as is practical explaining how the services will be performed; and,
- (6) an estimate of price.

## **3.0 Insurance Requirements**

Independent Contractor represents that it will maintain workers' compensation insurance which shall inure to the benefit of all Independent Contractor's personnel performing services under this Contract, comprehensive general liability insurance, and employee fidelity bond insurance. Independent Contractor will furnish MDCPS a certificate of insurance providing the aforesaid coverage, prior to the commencement of performance under this Agreement.

**All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi. A certificate of insurance providing the aforesaid coverage shall be furnished to MDCPS prior to commencement of services resulting from this RFP.**

## **4.0 Renewal of Contracts**

The contract may be renewed at the discretion of the agency upon written notice to Independent Contractor at least ninety (90) days prior to the contract anniversary date for a period of one (1) successive year under the same prices, terms, and conditions as in the original contract. The total number of renewal years permitted shall not exceed four (4). The renewal options shall end on August 31, 2022.

## **5.0 Type of Contract – Firm Fixed Price Agreement**

### **6.0 Rejection of Proposals**

Proposals which do not conform to the requirements set forth in this RFP may be rejected by MDCPS. Proposals may be rejected for reasons which include, but are not limited to, the following:

- (1) the proposal contains unauthorized amendments to the requirements of the RFP;
- (2) the proposal is conditional;
- (3) the proposal is incomplete or contains irregularities which make the proposal indefinite or ambiguous;
- (4) the proposal is received late;
- (5) the proposal is not signed by an authorized representative of the party;
- (6) the proposal contains false or misleading statements or references; and,
- (7) the proposal does not offer to provide all services required by the RFP.

### **7.0 Informalities and Irregularities**

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

### **8.0 Disposition of Proposals**

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

### **9.0 Competitive Negotiation**

The bidding method to be used is that of competitive negotiation from which MDCPS is seeking the best combination of price, experience and quality of service. Discussions may be conducted with proposers who submit proposals determined to be reasonably susceptible of being selected for award. Likewise, MDCPS also reserves the right to accept any proposal as submitted for contract award, without substantive negotiation of offered terms, services or prices. For these reasons, all parties are advised to propose their most favorable terms initially.

## **10.0 RFP Does Not Constitute Acceptance of Offer**

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

## **11.0 Exceptions and Deviations**

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

## **12.0 Nonconforming Terms and Conditions**

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

## **13.0 Proposal Acceptance Period**

The original and three (3) copies of the proposal and all attachments (four (4) copies total) shall be signed and submitted in a sealed envelope or package to **Leigh Washington, 750 North State Street, Jackson, Mississippi 39202** no later than the time and date specified for receipt of proposals. Timely submission of the proposal is the responsibility of the proposer. Proposals received after the specified time, shall be rejected and returned to the proposer unopened. The envelope or package shall be marked with the proposal opening date and time and the number of the request for proposal. The time and date of receipt shall be indicated on the envelope or package by the MDCPS Business Office. Each page of the proposal and all attachments shall be identified with the name of the proposer.

**13.1** Mailing or hand delivering one original and three (3) copies of the proposal. The original proposal and three (3) copies shall be submitted in a 3-ring binder for a total of four (4) binders, delivered in one sealed package or envelope, and each individual binder labeled with the name of the Proposer and the RFP No. 2017COMP001.

### **13.2 Pre-Proposal Conference (Optional)**

An optional pre-proposal conference will be held on *March 20, 2017, 10:00 a.m., Central Time* at 750 North State Street (Mississippi Department of Human Services State Office Building). All interested parties are urged to attend. The purpose of the pre-proposal conference is to allow potential proposers an opportunity to present questions to staff and obtain clarification of the requirements of the proposal documents. Any proposer interested in attending the pre-proposal conference should submit their name(s) to [contracts.DFCS@mdcps.ms.gov](mailto:contracts.DFCS@mdcps.ms.gov) no later than *March 17, 2017, 3:00 p.m., Central Time*. [contracts.DFCS@mdcps.ms.gov](mailto:contracts.DFCS@mdcps.ms.gov) shall acknowledge receipt of letter of intent via email. **A NON-ACKNOWLEDGEMENT is a NON-RECEIPT of attendance.**

### **13.3 Required Letter of Intent**

Proposers shall notify MDCPS of their intention to submit a proposal. The letter of intent (**Exhibit B**) shall be submitted via email to [contracts.dfcs@mdhs.ms.gov](mailto:contracts.dfcs@mdhs.ms.gov) by March, 28, 2017, 12:00p.m. Central Time. The letter of intent shall include the title of this request for proposals, the proposer's organizational name and address, one (1) to two (2) sentences stating that the proposer's organization intends to submit a proposal for this service, location of the service area, and the contact person's name, title, phone number, fax number, Tax I.D. number, DUNS number, address and email address. [contracts.dfcs@mdhs.ms.gov](mailto:contracts.dfcs@mdhs.ms.gov) shall acknowledge receipt of letter of intent via email. **A NON--ACKNOWLEDGEMENT is a NON-RECEIPT of required letter of intent.**

### **14.0 Expenses Incurred in Preparing Offers**

MDCPS accepts no responsibility for any expense incurred by the proposer in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the proposer.

### **15.0 Proprietary Information**

The proposer should mark any and all pages of the proposal considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated §§ 25-61-9 and 79-23-1 (1972, as amended). Any pages not marked accordingly will be subject to review by the general public after award of the contract. Requests to review the proprietary information will be handled in accordance with applicable legal procedures. (**Exhibit C**)

### **16.0 Additional Information**

Questions related to the services shall be submitted in writing to Mario Johnson at [contracts.dfcs@mdhs.ms.gov](mailto:contracts.dfcs@mdhs.ms.gov). Questions concerning the technical portions of the Request for Proposal should be directed to Leigh Washington at [contracts.dfcs@mdhs.ms.gov](mailto:contracts.dfcs@mdhs.ms.gov). Proposers are cautioned that any statements made by the contact or technical contact person that materially change any portion of the Request for Proposal shall not be relied upon unless subsequently ratified

by a formal written amendment to the Request for Proposal. All questions and answers will be published on MDCPS' website ([www.MDCPS.ms.gov](http://www.MDCPS.ms.gov)) and MDHS' website ([www.MDHS.state.ms.us](http://www.MDHS.state.ms.us)) in a manner that all proposers will be able to view by March 23, 2017, 5:00p.m.

## **17.0 Debarment**

By submitting a proposal, the proposer certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi. (Exhibits D and E - FDVR and PDV Forms, respectively)

## **18.0 Required Clauses for Procurement**

### **18.1 Acknowledgement of Amendments**

Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment (**Exhibit F**) with the proposal, by identifying the amendment number and date in the space provided for this purpose on the proposal form, or by letter. The acknowledgment must be received by MDCPS by the time and at the place specified for receipt of proposals.

### **18.2 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 bid.

**18.3 Prospective Contractor's Representation Regarding Contingent Fees** (*To be placed in prospective Contractor's response proposal.*) Representation Regarding Contingent Fees. The prospective Independent 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 Independent Contractor's bid or proposal. (**Exhibit G**).

### **18.4 E-Verification**

If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Miss. Code Ann. §§ 71-11-1 *et seq.* (1972, as amended). The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of

1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State, and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:

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.

### **18.5 Transparency**

This contract, including any accompanying exhibits, attachments, and appendices, is subject to the “Mississippi Public Records Act of 1983,” and its exceptions. See Miss. Code Ann. §§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.

### **18.6 Paymode**

Payments by state agencies using the Mississippi’s 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 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

## **18.7 E-Payment**

Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Miss. Code Ann. § 31-7-305 (1972, as amended).

## **18.8 Representation Regarding Gratuities**

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

## **19.0 Evaluation Procedure and Factors to be Considered in the Evaluation Process:**

### **19.1 Qualifications of Proposer**

The proposer may be required before the award of any contract to show to the complete satisfaction of MDCPS that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The proposer may also be required to give a past history and references in order to satisfy MDCPS in regard to the proposer's qualifications. MDCPS may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the proposer shall furnish to MDCPS all information for this purpose that may be requested. MDCPS reserves the right to reject any offer if the evidence submitted by, or investigation of, the proposer fails to satisfy MDCPS that the proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the proposer's qualifications shall include:

- (1) the ability, capacity, skill, and financial resources to perform the work or provide the service required;
- (2) the ability of the proposer to perform the work or provide the service promptly or within the time specified, without delay or interference;
- (3) the character, integrity, reputation, judgment, experience, and efficiency of the proposer; and,
- (4) the quality of performance of previous contracts or services.

**19.2 Step One:** Proposals will be reviewed to assure compliance with the minimum specifications. Proposals that do not comply with the detailed specifications will be rejected immediately, receiving no further consideration.

**19.3 Step Two:** Proposals that satisfactorily complete Step One will be reviewed/analyzed to determine if the proposal adequately meets the needs of MDCPS. Factors to be considered as evaluation criteria are as follows:

(1) The overall quality of the proposed plan for performing the required services (the plan should reflect an understanding of the project and its objectives). Describe how the services will be performed. Consideration will be given to the completeness of the response to the specific requirements of the solicitation. **(Critical) 25 Points**

(2) Proposer's ability to provide the required services as reflected/evidenced by qualifications (education, experience, etc.). This includes the ability of the proposer to provide a work product that is legally defensible. A narrative that includes specific timelines, education and general experience in providing the required services as outlined in the detailed specifications. **(Very Important) 20 Points**

(3) The personnel, equipment, facilities, and financial resources to perform the services currently available or demonstrated to be made at the time of contracting. **(Important) 15 Points**

(4) A descriptive overview of past performance of similar work in scope, size or discipline to the required services were performed or undertaken within the past three (3) years. **(Important) 15 Points**

(5) Cost. A narrative (**Exhibit H**) describing the proposed use of funds, cost effectiveness and itemized budget breakdown of the funded services with calculations/formulas that support the budget breakdown. **A maximum of 25 points will be awarded for "price" per a formula (Exhibit I). (Critical) 25 Points**

**Total: 100 Points**

**19.4 Step Three:** The MDCPS Commissioner or his/her designee will contact the proposer with the proposal which best meets MDCPS's needs (based on factors evaluated in Step Two) and attempt to negotiate an agreement that is deemed acceptable to both parties.

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

**20.0 Cost Data Submitted at This Stage is Subject to Negotiation but Should Include an Estimate of the Annual Cost of the Service**

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

**21.1 Management Summary:** Provide a cover letter indicating the underlying philosophy of the firm in providing the service.

**21.2 Proposal:** Describe in detail how the service will be provided. Include a description of major tasks and subtasks.

**21.3 Corporate experience and capacity:** Describe the experience of the firm in providing the service, give number of years that the service has been delivered, and provide a statement on the extent of any corporate expansion required to handle the service.

**21.4. Personnel:** Attach resumes' of all those who will be involved in the delivery of service (from principals to field technicians) that include their experience in this area of service delivery. Indicate the level of involvement by principals of the firm in the day-to-day operation of the contract.

**21.5. References:** Give at least three (3) references for contracts of similar size and scope, including at least two (2) references for current contracts or those awarded during the past three years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person.

**21.6. Acceptance of conditions:** Indicate any exceptions to the general terms and conditions of the bid document and to insurance, bonding, and any other requirements listed.

**21.7. Additional data:** Provide any additional information that will aid in evaluation of the response.

**21.8. Cost data:** Estimate the annual cost of the service. Cost data submitted at this stage is not binding and is subject to negotiation if your firm is chosen as a finalist. Include the number of personnel proposed to be assigned to the contract and the total estimated cost of the labor portion of the contract (include a sample staffing chart). Identify all non-labor costs and their estimated totals.

## **22.0 Debriefing Request**

A proposer, successful or unsuccessful, may request a post-award proposer debriefing, in writing, by U.S. mail or electronic submission, to be received by the agency within three (3) business days of notification of the contract award. A proposer debriefing is a meeting and not a hearing; therefore, legal representation is not required. If a vendor prefers to have legal representation present, the proposer must notify the agency and identify its attorney by name, address, and telephone number. MDCPS shall be allowed to 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 7-112 through 7-112.07, Post-Award Vendor Debriefing, of the Mississippi Personal Service Contract Review Board's Rules and Regulations.

## **23.0 Protests**

Any actual or prospective proposer, offerer, or contractor who is aggrieved in connection with this solicitation or the outcome of this RFP may file a protest with the Commissioner's Office of MDCPS. The protest shall be submitted within seven (7) calendar days following award date, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the proposer or an individual authorized to sign contracts on behalf of the protesting proposer, and contain a statement of the reason(s) for protest, citing the law(s), rule(s) and regulation(s) 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 proposer must provide facts and evidence to support the protest. A protest is considered filed when received by the Director of MDCPS via either U.S. mail, postage prepaid, or by personal delivery. Protests filed after seven (7) calendar days following award date will not be considered.

## **24.0 Proposal Exceptions**

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

**24.1** Unless specifically disallowed on any specification herein, the Proposer may take exception to any point within this RFP, including a specification denoted with "must" or "shall," as long as the following are true:

**24.1.1** The specification is not a matter of State law;

**24.1.2** The proposal still meets the intent of the RFP

**24.1.3** A *Proposal Exception Summary Form* is included with the proposal; and

**24.1.4** The exception is clearly explained, along with any alternative or substitution the Proposer proposes to address the intent of the specification, on the *Proposal Exception Summary Form*.

**24.2** The Proposer has no liability to provide items to which an exception has been taken. MDCPS has no obligation to accept any exception. During the proposal evaluation and/or contract negotiation process, the Proposer and MDCPS will discuss each exception and take one of the following actions:

**24.2.1** The Proposer will withdraw the exception and meet the specification in the manner prescribed;

**24.2.2** MDCPS will determine that the exception neither poses significant risk to the project nor undermines the intent of the RFP and will accept the exception;

**24.2.3** MDCPS and the Proposer will agree on compromise language dealing with the exception and will insert same into the contract; or

**24.2.4** None of the above actions is possible, and MDCPS either disqualifies the proposal or withdraws the award and proceeds to the next ranked Proposer.

**24.3** Shall MDCPS and the Proposer reach a successful agreement, MDCPS will sign adjacent to each exception which is being accepted or submit a formal written response to the *Proposal Exception Summary* responding to each of the Proposer's exceptions. The *Proposal Exception Summary*, with those exceptions approved by MDCPS, will become a part of any contract on acquisitions made under this RFP.

**24.4** An exception will be accepted or rejected at the sole discretion of MDCPS.

**24.5** MDCPS desires to award this RFP to a Proposer with whom there is a high probability of establishing a mutually agreeable contract, substantially within the standard terms and conditions of the State's RFP, including the *Standard Contract* in **Exhibit K**. As such, proposals, in the sole opinion of MDCPS, reflect a substantial number of material exceptions to this RFP, may place themselves at a comparative disadvantage in the evaluation process or risk disqualification of their proposals.

**24.6** For Proposers who have successfully negotiated a contract with MDCPS in the past, MDCPS requests that, prior to taking any exceptions to this RFP, the individual(s) preparing this proposal first confer with other individuals who have previously submitted proposals to MDCPS or participated in contract negotiations with MDCPS on behalf of their company, to ensure the Proposer is consistent in the items to which it takes exception.

### Exhibit A

## Mississippi Department of Child Protection Services Proposal Cover Sheet

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

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

1. Organization \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

Phone: ( ) \_\_\_\_\_

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

6. Proposed Project Director:

\_\_\_\_\_

Email: \_\_\_\_\_

7. Service Area (List Counties): \_\_\_\_\_

2. Commissioner \_\_\_\_\_

3. Organization's Tax ID No. \_\_\_\_\_

4. Amount of Funding Requested: \_\_\_\_\_

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

Minority-Owned \_\_\_\_\_ Women-Owned \_\_\_\_\_

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

\_\_\_\_\_  
Authorized Representative (No Stamped Signature)

\_\_\_\_\_  
Date

**Exhibit B**

**REQUIRED LETTER OF INTENT**

Date \_\_\_\_\_

Mr./Ms./Dr. \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Dear Mr./Ms./Dr.: \_\_\_\_\_

This letter confirms our intent to submit a proposal pursuant to RFP No. 2017COMP001  
\_\_\_\_\_ service area includes \_\_\_\_\_. Also,

Organization Name  
in compliance with the requirements of the letter of intent, \_\_\_\_\_  
Organization Name

submits the following information:

Contact Person's Name: \_\_\_\_\_

Contact Person's Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Tax I.D. Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

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

Authorized Official's Email Address: \_\_\_\_\_

Thank you for your consideration.

Sincerely,

Authorized Official



**Exhibit D**

**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES  
FEDERAL DEBARMENT VERIFICATION FORM**

*Please Print/Type Clearly in Blue Ink*

Subgrantee's/Contractor's Name	
Authorized Official's Name	
DUNS Number	
Address	
Phone Number	
Are you currently registered with <a href="http://www.sam.gov">www.sam.gov</a> (Respond Yes or No)	
Registration Status (Type Active or Inactive)	
Active Exclusions (Type Yes or No)	

I hereby certify that \_\_\_\_\_ is not on the list for federal  
debarment on [www.sam.gov](http://www.sam.gov) –System for Award Management.  
Subgrantee's Name/Contractor's Name

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

**Exhibit E**

**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES**

**PARTNERSHIP DEBARMENT VERIFICATION FORM**

*Please Print/Type Clearly in Blue Ink*

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

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

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

## Exhibit F

### Acknowledgement of Amendment to RFP No. 2017COMP001

I, \_\_\_\_\_, acknowledge that RFP No.2017COMP001 has been amended on Authorized Official's Name \_\_\_\_\_ to include the following:

Date

---

---

---

---

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

proposers who submit this acknowledgement of amendment # \_\_\_\_\_.

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

\_\_\_\_\_  
Authorized Official's Typed Name/Title

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

(No stamped signature)

**This acknowledgement should be enclosed in accordance with the instructions located in Section 18.1 of this RFP.**

## Exhibit G

### Prospective Contractor's Representation Regarding Contingent Fees

The prospective contractor (\_\_\_\_\_) represents that it has / has not (please circle the appropriate answer) retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

---

Signature of Authorized Official/ Title  
(No stamped signature)

Date

**Exhibit H  
Budget Narrative\***

<u>Specific Category of Service</u>	<u>Hourly/Daily/Monthly Rate</u>	<u>No. of Hours/Days/Months</u>	<u>Amount</u>
-------------------------------------	----------------------------------	---------------------------------	---------------

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

**Total Amount:**

**\*Must include an itemized breakdown of the above-referenced budget categories and explain how each line item was calculated. All pricing should be based on contract deliverables on page 1 and include all associated costs with no additional or hidden fees.**

## Exhibit I

### Formula for Evaluating Cost

**1. Company A=\$150,000**

**Company A=25**

**2. Company B=\$160,000**

**Company B=**

$$150,000/160,000=.9375 \times 25=23.4375$$

**3. Company C=\$180,000**

**Company C=**

$$150,000/180,000=.8333 \times 25=20.8333$$

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

## Exhibit J

### Proposal Exception Summary Form

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

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

**Exhibit K**  
**STATE OF MISSISSIPPI**  
**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES**  
**CONTRACT FOR \_\_\_\_\_ SERVICES**

1. Parties. The parties to this contract are the Mississippi Department of Child Protection Services (hereinafter “MDCPS”) and [Independent Contractor] (hereinafter “Independent Contractor”).
2. Purpose. The purpose of this contract is for the MDCPS to engage Independent Contractor and Independent Contractor hereby agrees to render certain professional services described in Paragraph 3, “Scope of Services.”
3. Scope of Services. Independent Contractor will perform and complete in a timely and satisfactory manner the services described in the “Scope of Services” attached hereto as Exhibit A, and the “*2<sup>nd</sup> Modified Mississippi Settlement Agreement and Reform Plan,*” attached hereto as Exhibit B, and incorporated herein by reference.
4. Consideration. As consideration for the performance of this Contract, the Independent Contractor shall be paid a fee not to exceed \_\_\_\_\_ (\$\_\_\_\_\_) in accordance with the Budget attached hereto as Exhibit C. It is expressly understood and agreed that in no event shall the total compensation paid hereunder exceed the specified amount of \_\_\_\_\_ (\$\_\_\_\_\_).
5. Period of Performance. This contract will become effective for the period beginning [add date] and ending on [add date], upon the approval and signature of the both parties hereto.
6. Renewal of Contract: The contract may be renewed at the discretion of MDCPS upon written notice to Independent Contractor at least ninety days prior to each contract anniversary date for a period of four successive one-year periods under the same prices, terms, and conditions as in the original contract and/or subsequent contracts. The total number of renewal years permitted shall not exceed [four], or extend past[add date]. However, if MDCPS does not intend to renew the contract, the [Independent Contractor’s Name] shall be notified at least ninety (90) days prior to the contract anniversary date.
7. Method of Payment. Independent Contractor agrees to accept payments referenced in Paragraph 5, “Consideration”, to be paid as billed by Independent Contractor, upon review and approval by MDCPS. Independent Contractor agrees to submit invoices to MDCPS that contain a detailed account of each billing. The final invoice is to be submitted no later than [add date]. Independent Contractor is classified as an independent contractor and not a contractual employee of MDCPS. As such, any compensation due and payable to Independent Contractor will be paid as gross amounts. Independent Contractor invoices shall be submitted to MDCPS at [contract.invoices@mdcps.ms.gov](mailto:contract.invoices@mdcps.ms.gov).

8. 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. Independent Contractor shall comply with applicable federal, state, and local laws and regulations.
9. Availability of Funds. It is expressly understood and agreed that the obligation of the MDCPS 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 MDCPS, MDCPS shall have the right upon ten (10) working days written notice to Independent Contractor, to terminate this agreement without damage, penalty, cost or expenses to the MDCPS of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
10. Representation Regarding Contingent Fees. Independent Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid or proposal.
11. Representation Regarding Gratuities. The Independent Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Personal Service Contract Review Board Rules and Regulations*.
12. Compliance with Laws. Independent Contractor understands that MDCPS 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 Independent Contractor agrees during the term of the agreement that Independent Contractor will strictly adhere to this policy in its employment practices and provision of services. Independent 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.
13. Insurance: Independent 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 Independent Contractor's personnel provided hereunder; comprehensive general liability or professional liability insurance, and employee dishonesty insurance or fidelity bond insurance with third party liability coverage. All general liability, professional liability, employee dishonesty, and fidelity bond insurance will provide coverage MDCPS as an additional insured. MDCPS 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.

14. Stop Work Order.

- a. *Order to Stop Work:* MDCPS, may, by written order to Independent Contractor at any time, and without notice to any surety, require Independent 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 Independent 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, Independent 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 MDCPS 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, Independent Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Independent 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 Independent Contractor's cost properly allocable to, the performance of any part of this contract; and,
  - ii. Independent Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if MDCPS 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.

15. Termination for Convenience.

- a. *Termination.* The Commissioner 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 Commissioner or designee shall give written notice of the termination to Independent Contractor specifying the part of the contract terminated and when termination becomes effective.
- b. *Independent Contractor's Obligations.* Independent Contractor shall incur no further

obligations in connection with the terminated work and on the date set in the notice of termination Independent Contractor will stop work to the extent specified. Independent Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Independent Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Commissioner or designee may direct Independent Contractor to assign Independent Contractor's right, title, and interest under terminated orders or subcontracts to the State. Independent Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

16. Termination for Default.

- a. *Default.* If Independent 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 Commissioner or designee may notify Independent 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 Commissioner or designee, such officer may terminate Independent 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 Commissioner or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Commissioner or designee. Independent Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.
- b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the procurement officer, Independent Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Independent 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 Independent Contractor such sums as the Commissioner 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, Independent 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 Independent Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Commissioner 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, Independent 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 Independent Contractor to meet the contract requirements. Upon request of Independent Contractor, the Commissioner 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, Independent 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-priced contracts, "Termination for Convenience". (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).

- e. *Erroneous Termination for Default.* If, after notice of termination of Independent 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.
17. Termination Upon Bankruptcy. This contract may be terminated in whole or in part by MDCPS upon written notice to Independent Contractor, if Independent Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Independent Contractor of an assignment for the benefit of its creditors. In the event of such termination, Independent 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.
18. E-Payment. Independent Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. MDCPS 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 MDCPS within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-305.
19. E-Verify If applicable, Independent 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. Independent 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, Independent Contractor agrees to provide a copy of each such verification. Independent 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 Independent Contractor to the following:

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

(2) the loss of any license, permit, certification or other document granted to Contractor by an MDCPS, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,

(3) both.

In the event of such cancellations/termination, Independent 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.

20. Transparency. This contract, including any accompanying exhibits, attachments, and appendices, is subject to the “Mississippi Public Records Act of 1983,” and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration’s independent MDCPS contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Independent 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.

21. 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 Independent Contractor’s choice. The State may, at its sole discretion, require Independent Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Independent Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

22. Procurement Regulations. The contract shall be governed by the applicable provisions of the *Mississippi Personal Service Contract Review Board Rules and Regulations*, a copy of which is available at 210 East Capitol, Suite 800, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.mspb.ms.gov>.

23. Trade Secrets, Commercial and Financial. 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.
24. Requirements Contract. During the period of the contract, Independent Contractor shall provide all the service described in the contract. Independent Contractor understands and agrees that this is a requirements contract and that MDCPS shall have no obligation to Independent Contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of MDCPS for the period of the contract. The amount is only an estimate and Independent Contractor understands and agrees that MDCPS is under no obligation to Independent 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. Independent Contractor further understands and agrees that MDCPS 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.

In witness whereof, the parties hereto have affixed, on duplicate originals, their signatures on the date indicated below, after first being authorized so to do.

\_\_\_\_\_  
DATE

By: \_\_\_\_\_  
Independent Contractor's Name]  
[Independent Contractor (name of company)]

\_\_\_\_\_  
DATE

By: \_\_\_\_\_  
Dr. David A. Chandler, Commissioner  
Mississippi Department of Child Protection  
Services

**Exhibit L**  
**STATE OF MISSISSIPPI**  
**MINORITY VENDOR SELF CERTIFICATION FORM**

Please complete the following information on this form and return immediately to the Mississippi Department of Finance and Administration, Attention: Vendor File Maintenance, P.O. Box 1060, Jackson, Mississippi 39215. Forms may also be faxed to (601) 359-5525.

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_ Post Office Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Tax I.D.: \_\_\_\_\_

SAAS Vendor #s (if known): \_\_\_\_\_

**MINORITY STATUS**

As used in this provision, means a business concern that (1) is at least 51% minority-owned by one or more individuals, or minority business enterprises that are both socially and economically disadvantaged and (2) have its management and daily business controlled by one or more such individuals as ascribed under the Minority Business Enterprise Act 57-69 and the Small Business Act 15 USCS, Section 637 (a). See back of form for more information. Should you require additional information regarding your Minority Status, or need assistance in completing this form please call the Mississippi Development Authority, Minority Business Enterprise Division at 601-359-3448.

\_\_\_Applicable

\_\_\_Not Applicable

**IF MINORITY STATUS IS APPLICABLE, PLEASE CHECK APPROPRIATE CODE BELOW:**

**Minority Business Enterprise**

- \_\_\_A (Asian Indian)
- \_\_\_B (Asian Pacific)
- \_\_\_C (Black American)
- \_\_\_D (Hispanic American)
- \_\_\_E (Native American)

**Women Business Enterprise**

- \_\_\_M (Asian Indian)
- \_\_\_N (Asian Pacific)
- \_\_\_O (Black American)
- \_\_\_P (Hispanic American)
- \_\_\_Q (Native American)
- \_\_\_R (Other) Non Ethnic Women

The undersigned certifies under the penalties (administrative suspension and/or ineligibility for participation) set forth in the Minority Business Enterprise Act 57-69, and the Small Business Act 15 USCS, Section 637 (a), that the company classification and selected information above is true and correct. The undersigned will advise of any change in such classification at once.

Business: \_\_\_\_\_ Certified by: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_ Name Printed: \_\_\_\_\_

Issue Date March 31, 2002

# **AWARD / DENIAL LETTERS**



**STATE OF MISSISSIPPI**  
Phil Bryant, Governor  
**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES**  
Dr. David A. Chandler, Commissioner

April 14, 2017

Mr. Steve Martin  
Co-President/Chief Information Officer  
Instructional Access, Inc.  
231 Alessandro Blvd Suite A305  
Riverside, California 92508

Email: [Stevem@instructionalaccess.com](mailto:Stevem@instructionalaccess.com)

Dear Mr. Martin:

Thank you for your recent response to RFP No. 2017COMP001. Your proposal has met the minimum requirements to proceed to the next phase. Your agency may not be considered for funding if Mississippi Department of Human Services (MDHS), Division of Program Integrity has determined that there are questioned costs, audit, monetary and/or unresolved findings. **This letter serves only as notification.** Services for the period of June 1, 2017 through August 31, 2017 may not begin until contract has been approved by MDCPS' Commissioner.

You will be contacted by appropriate personnel regarding the next phase. If you have questions, please contact Leigh Washington, Director, Contracts Unit at (601) 359-2583.

Sincerely,

DocuSigned by:  
  
564B8E9DE19E46D...  
Dr. David A. Chandler

DAC:BL:jb



**STATE OF MISSISSIPPI**  
Phil Bryant, Governor  
**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES**  
Dr. David A. Chandler, Commissioner

Ms. Catoria Martin, Director  
Personal Service Contract Review Board  
Mississippi State Personnel Board  
210 East Capitol Street, Suite 800  
Jackson, Mississippi 39201

Dear Ms. Martin:

The Mississippi Department of Child Protection Services (MDCPS) legally advertised the services for Computer Camp Services via RFP No: 2017COMP001. Adequate time to protest has been given to all prospective contractors. To the agency's knowledge, protests concerning the procurement of Computer Camp Services have not been made.

Additionally, MDCPS included information related to debriefing in RFP No. 2017COMP001 and the award sent to the prospective contractor(s). The letter was emailed on April 18, 2017. No debriefing was requested.

Should you need additional information, please contact Leigh Washington, Director, Contracts Unit at (601) 359-2583.

Sincerely,

DocuSigned by:  
*Kristi R. Plotner, LCSW*  
564B8E9DE19E46D...  
David A. Chandler

DAC:BL:jb

**AGENDA**

**RFP No. 2017COMP001**

**March 20, 2017, 10:00 a.m., CT**

**Training Room A**

**Objective:** The purpose of the pre- proposal conference is to allow potential proposers an opportunity to present questions to staff and obtain clarification of the requirements of the proposal documents

Leigh Washington, Director, Contracts Unit.....WELCOME

PROCUREMENT SCHEDULE

Mario Johnson, Director of Independent Living.....DESCRIPTION OF SERVICES

Leigh Washington, Director, Contracts Unit.....QUESTIONS

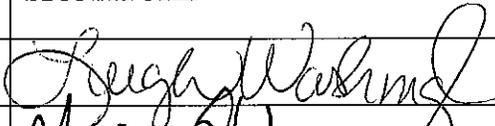
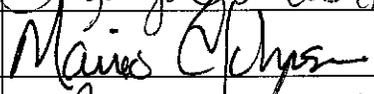
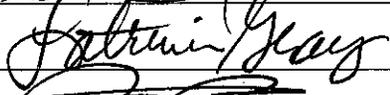
Leigh Washington, Director, Contracts Unit.....CLOSING

Pre Proposal Conference SIGN IN SHEET

RFP No. 2017COMP001

MARCH 20, 2017, 10:00 a.m., CT

Training Room A

NAME	COMPANY	SIGNATURE	TIME
Leigh Washington	MDCPS		9:30
Mario Johnson	MDCPS		9:45
Steve Martin	Instructional Access		9:45 - 10:48
Latrina Gray	Gray & Associates		10:05 - 10:45
Jitui Patel	Gray & Associates		10 - 10:45

## **EVALUATIONS**

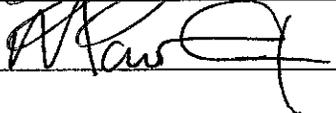
- **Score Sheet**
- **Evaluation Panel Sign-in Sheet**
  - **Evaluation Form(s)**

**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES  
TALLY SHEET**

<b>Date of Ranking:</b> <u>4/12/2017</u>						
<b>Applicant Name/Organization:</b> <u>Instructional Access, Inc.</u>						
<b>Applicant Number:</b> <u>001</u>						
Panel Member	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Total Score (Add 1 - 5)
	25	20	15	15	25	100
<b>1 S. Ferguson</b>	25	20	10	15	25.00	<b>95.00</b>
<b>2 D. Younger</b>	25	20	10	15	25.00	<b>95.00</b>
<b>3 M. Johnson</b>	25	20	15	15	25.00	<b>100.00</b>
<b>Total Ranking Score:</b> <span style="border: 1px solid black; padding: 2px;">96.67</span>						

RFP REVIEW/EVALUATION PANEL SIGN IN SHEET  
March 2017

### RFP REVIEW/EVALUATION PANEL SIGN IN SHEET

MDCPS/DIVISION OF <u>Independent Living</u>				
RFP NO. <u>2017COMP001</u> FOR <u>Computer Camp</u> SERVICES				
#	REVIEW PANEL MEMBER NAME	SIGNATURE	DIVISION	TELEPHONE NUMBER
0001	Shelton Ferguson	Shelton Ferguson		359-2583
0002	Derrick Younger			359-2583
0003	Mandi Johnson			601-862-0057
0004				
0005				
0006				
0007				
0008				
0009				
0010				
0011				

**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES  
RFP#2017COMP001  
PROPOSAL EVALUATION AND COMMENT FORM**

Date: April 12, 2017

Proposer Name/Organization: Instructional Access Inc Proposer # 2017COMP001

Name of Evaluation Panel Member: Shelley Ferguson Panel Member Number: 1  
(Print) (Print)

Circle the appropriate point values and place the total score in the last column for each selection criteria. NOTE: The Total Score must be in agreement with the Panel Member's Comments. Comments are MANDATORY for each criterion section.

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
Criterion 1: Description of Required Services (25 Points)				
(a) Proposer provided plan for performing the required services that includes an understanding of the project and its objectives.	0	5	10	10
(b) Proposer provided description of how the services will be performed.	0	8	15	15

25

Comments (i.e., include any missing information and specific detail): Proposer intends to provide the company's Digital Library Technology Senior Computer Camp of youth will detail proficiency in the use of computer software such as word processing spreadsheets, presentations software & cloud based applications

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
<b>Criterion 2 - Agency Experience (20 Points)</b>				
(a) Proposer provided evidence of ability to provide the required services to include timeline.	0	2	5	5
(b) Proposer provided evidence of ability to provide the required services to include education.	0	2	5	5
(c) Proposer provided evidence of ability to provide the required services to include general experience.	0	5	10	10

Comments (i.e., include any missing information and specific detail):

*Proposer provided Technology Scope & Instructions*  
*Scope & schedule for camp dates.*

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
<b>Criterion 3 - Financial Resources &amp; Personnel (15 Points)</b>				
(a) Proposer provided evidence of current personnel to include resumes.	0	2	5	5
(b) Proposer provided evidence of financial resources (i.e., facilities & equipment) to perform the required services or demonstrated to be able available at the time of contracting.	0	5	<del>10</del>	<del>5</del> 5

Comments (i.e., include any missing information and specific detail): Provided Personnel (Print) Correct with T. The Functions & Resumes

This company do not show where the have facilities or equipment @ there our site. Propose goes out in comments & states & countries to teach circumstances while providing on staff

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
Criterion 4 - Record of Past Performance: (15 Points) Proposer provided a description of past performance of same or similar work in scope, size of required services within the past three (3) years.	0	8	15	15

Comments (i.e., include any missing information and specific detail):

Company currently hold teach credentials + teach  
 (Print) 1  
 at the university level + ~~provides~~ public + private K-12 schools in Puerto Rico, Florida, Oklahoma  
 Cal. Texas, Company provided 4 agencies that have contracted with instructional dress

Selection Criteria				Total Score
Criterion 5: Cost (25 Points) Amount (Utilizing the formula for evaluating cost-Exhibit I).				25

Comments (i.e., include any missing information and specific detail):  
*Proposer provided detail Budget Narrative*  
 (Print)

OVERALL Additional Comments:

(Print)

Evaluation Panel Member's Signature *Shelton Ferguson*

**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES**  
**RFP#2017COMP001**  
**PROPOSAL EVALUATION AND COMMENT FORM**  
**Date: April 12, 2017**

Proposer Name/Organization: Instructional Access Proposer # 1  
 Name of Evaluation Panel Member: Derrick Younger Panel Member Number: 0002  
(Print)

Circle the appropriate point values and place the total score in the last column for each selection criteria. NOTE: The Total Score must be in agreement with the Panel Member's Comments. Comments are MANDATORY for each criterion section.

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
Criterion 1 - Description of Required Services (25 Points)				
(a) Proposer provided plan for performing the required services that includes an understanding of the project and its objectives.	0	5	<u>10</u>	10
(b) Proposer provided description of how the services will be performed.	0	8	<u>15</u>	15

25

Comments (i.e., include any missing information and specific detail): detailed explanation of project approach, schedule, and technology that will be provided  
(Print)

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
<b>Criterion 2 - Agency Experience (20 Points)</b>				
(a) Proposer provided evidence of ability to provide the required services to include timeline.	0	2	(5)	5
(b) Proposer provided evidence of ability to provide the required services to include education.	0	2	(5)	5
(c) Proposer provided evidence of ability to provide the required services to include general experience.	0	5	(10)	10

(20)

Comments (i.e., include any missing information and specific detail):

detailed timelines for all training, resumes provided  
that show education and prior experience (Print)

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
Criterion 3 - Financial Resources & Personnel (15 Points)				
(a) Proposer provided evidence of current personnel to include resumes.	0	2	5	5
(b) Proposer provided evidence of financial resources (i.e., facilities & equipment) to perform the required services or demonstrated to be able available at the time of contracting.	0	5	10	5

15

Comments (i.e., include any missing information and specific detail): Resumes provided for all relevant personnel  
financial resources only minimally provided

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
Criterion 4 - Record of Past Performance (15 Points) Proposer provided a description of past performance of same or similar work in scope, size of required services within the past three (3) years.	0	8	15	15

Comments (i.e., include any missing information and specific detail):

Proposer <sup>(Priority)</sup> provided 4 separate references, stating no contacts with them have been cancelled and providing at least two (2) references with current contracts; all previous contracts being within the last three (3) years.

Selection Criteria				Total Score
Criterion 5: Cost (25 Points) Amount (Utilizing the formula for evaluating cost-Exhibit I).				25

Comments (i.e., include any missing information and specific detail): Budget Narrative more closely resembles a budget summary, it gives no detailed descriptions of the line items. Also there is no documentation to support the amount for each line item as requested.

OVERALL Additional Comments:

Strong service plan and project plan, only minor tweaks to proposal being the lack of description in the budget narrative.

Evaluation Panel Member's Signature

**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES**  
**RFP#2017COMP001**  
**PROPOSAL EVALUATION AND COMMENT FORM**  
**Date: April 12, 2017**

Proposer Name/Organization: Institutional Access Proposer # 1  
 Name of Evaluation Panel Member: Mario Johnson Panel Member Number: 6003  
(Print)

Circle the appropriate point values and place the total score in the last column for each selection criteria. NOTE: The Total Score must be in agreement with the Panel Member's Comments. Comments are **MANDATORY** for each criterion section.

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
<b>Criterion 1 - Description of Required Services (25 Points)</b>				
(a) Proposer provided plan for performing the required services that includes an understanding of the project and its objectives.	0	5	10	10
(b) Proposer provided description of how the services will be performed.	0	8	15	15

25

Comments (i.e., include any missing information and specific detail):

RFP Addressed Scope of  
(Print)

Service

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
<b>Criterion 2 - Agency Experience (20 Points)</b>				
(a) Proposer provided evidence of ability to provide the required services to include timeline.	0	2	5	5
(b) Proposer provided evidence of ability to provide the required services to include education.	0	2	5	5
(c) Proposer provided evidence of ability to provide the required services to include general experience.	0	5	10	15

20

Comments (i.e., include any missing information and specific detail):

The proposer addressed service <sup>(Print)</sup> headline services to be provided and years of experience.

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
Criterion 3 - Financial Resources & Personnel (15 Points)				
(a) Proposer provided evidence of current personnel to include resumes.	0	2	5	5
(b) Proposer provided evidence of financial resources (i.e., facilities & equipment) to perform the required services or demonstrated to be able available at the time of contracting.	0	5	10	10

15

Comments (i.e., include any missing information and specific detail):

Proposer provided resumes of staff that would do the instruction. Proposer also provided a organizational chart and detail budget.

Selection Criteria	Not Responsive Required Information NOT Provided	Minimally Responsive Some Information Provided	Most Responsive ALL Required Information Provided	Total Score
Criterion 4 - Record of Past Performance (15 Points) Proposer provided a description of past performance of same or similar work in scope, size of required services within the past three (3) years.	0	8	15	15

15

Comments (i.e., include any missing information and specific detail):

Proposer provided a list of  
 (Print)  
 Past Services performed to describe past performance.

Selection Criteria				Total Score
Criterion 5 - Cost (25 Points)	Amount (Utilizing the formula for evaluating cost-Exhibit 1).			25

Comments (i.e., include any missing information and specific detail):

*Provided by the proposer.*

*All needed information was*

OVERALL Additional Comments:

*It serves requirements.*

*Overall Proposer met scope*

Evaluation Panel Member's Signature



25



**APPLICATION FOR REVIEW/EVALUATION PANEL**

DIVISION OF MDCRS

RFP/RFQ/IFB No.: 2017 COMPOD 1

Name: Shelton Ferguson

Sex: MALE Race: Black

Job Title: Financial Coordinator Division (Agency, if applicable) Contract Unit

Work Mailing Address: shelton.ferguson@mdms.ms.gov

Work Telephone No.: \_\_\_\_\_

Work Assignment/Experience: \_\_\_\_\_

Do you currently work as a board member of a non-profit community based or private organization?

Yes (please list) \_\_\_\_\_

No

**Statement of Confidentiality**

I will not disclose any information obtained in reviewing proposals under this solicitation to anyone not also participating in this review. Specifically, I will not disclose the number of respondents to the solicitation; the names of individuals and organizations that respond; nor will I disclose any information from technical or cost/pricing submissions of these offerors; except to other reviewers officially assigned to this solicitation.

Finally, if anyone outside the official review chain seeks information about the procurement, I will not supply any information but will refer him or her to the Review Panel Administrator.

**Public Records Act**

The Mississippi Department of Child Protection Services has received and expects to continue to receive requests from the public for the release of information regarding applications, these requests for disclosure may include the following information:

- Names of persons or organizations who submitted applications
- Copies of applications
- Names of persons or organizations receiving funding
- Names of persons or organizations not receiving funding
- Individuals and cumulative scores received by all proposers
- Amounts of contract awards, if any
- Names of contact persons, mailing addresses, phone numbers
- Other pertinent information related to the proposal or contract agreement
- Names of reviewers for the application

This is public information under the Mississippi Public Records Act and is subject to disclosure to the public. Please complete the section below stating whether you want your name released to the public.

Please Initial One ONLY:

I do not want my name released to the public.  You may release my name to the public.

I have read the above.

Printed Name: Shelton Ferguson

Signature: Shelton Ferguson Date 4-11-17

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

<p><b><u>For Contracts Unit Use Only:</u></b></p> <p><b>Name of Person:</b> _____</p> <p><b>Number Assigned:</b> _____</p>
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**APPLICATION FOR REVIEW/EVALUATION PANEL**

**DIVISION OF** CPS

**RFP/RFQ/IFB No.:** 2017 COM2001

**Name:** Derrick Younger

**Sex:** M **Race:** African American

**Job Title:** Financial Coordinator **Division (Agency, if applicable)** \_\_\_\_\_

**Work Mailing Address:** 750 N State St

**Work Telephone No.:** 601.359.5003

**Work Assignment/Experience:** \_\_\_\_\_

Do you currently work as a board member of a non-profit community based or private organization?

Yes (please list) \_\_\_\_\_

No

**Statement of Confidentiality**

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Please Initial One ONLY:

\_\_\_ I do not want my name released to the public. \_\_\_ You may release my name to the public.

I have read the above.

Printed Name: Demell Younger

Signature:  Date 4/11/17

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

<p><b><u>For Contracts Unit Use Only:</u></b></p> <p>Name of Person: _____</p> <p>Number Assigned: _____</p>
--



**APPLICATION FOR REVIEW/EVALUATION PANEL**

DIVISION OF CPS

RFP/RFQ/IFB No.: 2017COMP001

Name: Marie Johnson

Sex: Male Race: AF

Job Title: DDII Division (Agency, if applicable) CPS

Work Mailing Address: 750 N. State St. Jackson, MS 39202

Work Telephone No.: 601-862-0657

Work Assignment/Experience: I. L. Director

Do you currently work as a board member of a non-profit community based or private organization?

Yes (please list) \_\_\_\_\_

( No

**Statement of Confidentiality**

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- Names of reviewers for the application

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Please Initial One ONLY:

I do not want my name released to the public.  You may release my name to the public.

I have read the above.

Printed Name: Mario Johnson

Signature:  Date 04.11.17

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

<p><b><u>For Contracts Unit Use Only:</u></b></p> <p>Name of Person: _____</p> <p>Number Assigned: _____</p>
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**CONFLICT OF INTEREST STATEMENT**

RFP/RFQ/IFB No. 2017 COMP001

I acknowledge that I have been appointed to conduct reviews of applications received under the solicitation cited above. I have been briefed about my responsibilities relating to conflict of interest and non-disclosure of information obtained during these reviews. I have also reviewed the conflict of interest rules adopted by the Mississippi Department of Child Protection Services, and currently in effect.

I **do not** have a conflict of interest, personal, or organizational, real or apparent, in participating in this procurement. If during the course of reviewing the applications received in response to this solicitation, I become aware of an actual or possible conflict of interest, I will notify the Review Panel Administrator and seek his/her advice on withdrawing from the review/evaluation panel.

Printed Name Shelton Ferguson

Signature Shelton Ferguson Date 4-11-17

**OR**

I **do** have a conflict of interest, personal, or organizational, real or apparent, in participating in this procurement. If during the course of reviewing the applications received in response to this solicitation, I become aware of an actual or possible conflict of interest, I will notify the Review Panel Administrator and seek his/her advice on withdrawing from the review/evaluation panel. **Therefore, please see signed Recusal Form (RECU-001-01).**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONFLICT OF INTEREST

### 1. INFORMATION FOR REVIEWERS

a. It is the responsibility of each reviewer participating in proposal review: (1) to alert the Review Panel Administrator (RPA) to any possible conflict of interest situation, whether real or apparent, that may impact on the review, and (2) to identify and certify (a) any application where they have a conflict of interest, and (b) that they will not be, and have not been, involved in the review of any application where their participation constitutes a conflict of interest. Reviewers must also certify that they will maintain the confidentiality of the proceedings and associated materials and that they will not disclose to another individual any matter or information related to the review proceedings. In addition, the RA may determine that a particular situation involves a conflict of interest and require that the potential reviewer not be involved in the review of the proposal(s) in question.

b. Where permissible by regulation, a waiver may be granted relating to the conflict of interest requirements. Before a waiver can be granted, it must be determined that there are no other practical means for securing appropriate expert advice to provide a competent review of an application or proposal, and that the conflict of interest is not so substantial as to be likely to affect the integrity of the advice to be provided by the reviewer.

c. All reviewers are covered by this information sheet and associated Certification Forms. Membership on a scientific review subcommittee does not make an individual an employee or officer of the Federal Government. When Federal Employees serve as reviewers, they are, in addition, covered by 18 USC 201-216, 5 CFR Part 2635, 5CFR Part 5501, and Executive Order 12674 as amended.

d. There are several bases for a conflict of interest: employment, financial benefit, personal relationships, professional relationships or other interests. If applicable, any one condition may serve to disqualify a reviewer from participating in the review of a proposal. A conflict of interest may be real or apparent.

e. The following guidance and definitions will assist you in determining whether you are faced with a real or apparent conflict of interest. The guidance is not all-inclusive, due to the variety of possible conflicts of interest. Therefore it is important that you should consult the RPA in charge of the meeting when there is any question about your participation in a review.

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a. A Conflict of Interest in scientific peer review exists when a reviewer has an interest in a research proposal that is likely to bias his or her evaluation of it. A reviewer who has a conflict of interest with a proposal may generally not participate in its review.

b. Real Conflict of Interest means a reviewer or a close relative or professional associate of the reviewer has a financial or other interest in a proposal that is known to the reviewer and is likely to bias the reviewer's evaluation of that proposal as determined by the RPA managing the review, as acknowledged by the reviewer, or as prescribed by 42 CFR 52h as follows:

c. A reviewer shall have a conflict of interest if he/she or a close relative or professional associate of the reviewer: (1) has received or could receive a direct financial benefit of any amount deriving from an application or proposal under review; (2) has received or could receive a financial benefit from the applicant institution, offeror or principal investigator that in the aggregate exceeds \$10,000 per year (for reviewers who are federal employees the amount is \$15,000 per year); this amount includes honoraria, fees, stock or other financial benefit, and additionally includes the current value of the reviewer's already existing stock holdings, apart from any direct financial benefit deriving from a proposal under review; or (3) has any other interest in the proposal that is likely to bias the reviewer's evaluation of that application or proposal.

d. Regardless of the level of financial involvement or other interest, if the reviewer feels unable to provide objective advice, he/she must recuse him/herself from the review of the proposal at issue. The peer review system relies on the professionalism of each reviewer to identify to the RC any real or apparent conflicts of interest that are likely to bias the reviewer's evaluation of an application or proposal.

e. Employment: A reviewer who is a salaried employee, whether full-time or part-time, of the applicant institution, offeror, or principal investigator, or is negotiating for employment, shall be considered to have a real conflict of interest with regard to a proposal from that organization or principal investigator. There is no conflict of interest where the components of a large or multi-component organization are sufficiently independent to constitute, in effect, separate organizations, provided that the reviewer has no responsibilities at the institution that would significantly affect the other component.

f. Membership on a scientific review subcommittee does not make an individual a regular employee or officer of the Federal Government, but does constitute service as a Special Government Employee.

g. Financial Benefit: See definition of Real Conflict of Interest above.

h. Personal Relationships (Relatives): A close relative means a parent, spouse, sibling, son or daughter or domestic partner. A conflict of interest exists if a close relative of a reviewer submits an application or proposal, or receives or could receive financial benefits from or provides financial benefits to an applicant or offeror. In such case, it will be treated as the reviewer's financial benefit.

i. Personal Relationships (Friends): A conflict of interest exists if a close friend submits an application or proposal, or receives or could receive financial benefits from or provides financial

benefits to an applicant or offeror. Anyone giving or receiving a gift worth more than \$20 in the last three years would be considered a close friend.

j. Professional Associates: A reviewer has a conflict of interest with professional associates. Professional associate means any colleague with whom the peer reviewer is currently conducting research or other significant professional activities or with whom the member has conducted such activities within three years of the date of the review. A professional associate is also anyone who was the reviewer's scientific mentor or mentee within ten years of the date of the review. A reviewer has a conflict with an application if he/she is a professional associate of a collaborator or co investigator with five or more percent effort on that application.

k. Subcommittee Review Group Membership: When a subcommittee meets regularly, a relationship among the individual members exists; therefore, the group as a whole may not be objective about evaluating the work of one of its members. In such a case, a member's proposal will be reviewed by another qualified review subcommittee to insure that a competent and objective review is obtained. A subcommittee member has a conflict of interest with the proposal of another subcommittee member if they serve together on any other Federal Advisory Committee.

l. Longstanding Disagreements: A conflict of interest may exist where a potential reviewer has had longstanding scientific or personal differences with an applicant.

m. Multi-Site Or Multi-Component Project: An individual serving as either the principal investigator or key personnel on one component of a multi-site or multi-component project has a conflict of interest with all of the proposals from all investigators or key personnel associated with the project. The individual should be considered a professional associate when evaluating proposals submitted by the other participants in the project.

n. Appearance of A Conflict of Interest means that a reviewer or close relative or professional associate of the reviewer has a financial or other interest in an application or proposal that is known to the reviewer or the RPA managing the review and would cause a reasonable person to question the reviewer's impartiality if he or she were to participate in the review. The RPA will evaluate the appearance of a conflict of interest and determine whether or not the interest would likely bias the reviewer's evaluation of the application or proposal. Where there is an appearance of conflict of interest, but not sufficient grounds for disqualifying the reviewer, the RPA in charge of the review will document: (1) that there is no real conflict of interest; and (2) that, at the time of the review, no practical alternative exists for obtaining the necessary scientific advice from the reviewer with the apparent conflict.

o. Waivers: If no other reviewer is available with the expertise necessary to ensure a competent review, a waiver may be granted by the Personal Service Contract Review Board Director or his/her designee to allow full participation in the review.



**CONFLICT OF INTEREST STATEMENT**

RFP/RFQ/IFB No. 2017COMP001

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Printed Name Demick Yanger

Signature [Handwritten Signature] Date 4/11/17

OR

I **do** have a conflict of interest, personal, or organizational, real or apparent, in participating in this procurement. If during the course of reviewing the applications received in response to this solicitation, I become aware of an actual or possible conflict of interest, I will notify the Review Panel Administrator and seek his/her advice on withdrawing from the review/evaluation panel. **Therefore, please see signed Recusal Form (RECU-001-01).**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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o. Waivers: If no other reviewer is available with the expertise necessary to ensure a competent review, a waiver may be granted by the Personal Service Contract Review Board Director or his/her designee to allow full participation in the review.



**CONFLICT OF INTEREST STATEMENT**

RFP/RFQ/IFB No. 2017COMPO01

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I **do not** have a conflict of interest, personal, or organizational, real or apparent, in participating in this procurement. If during the course of reviewing the applications received in response to this solicitation, I become aware of an actual or possible conflict of interest, I will notify the Review Panel Administrator and seek his/her advice on withdrawing from the review/evaluation panel.

Printed Name Mario Johnson

Signature [Handwritten Signature] Date 4.11.17  
OR

I **do** have a conflict of interest, personal, or organizational, real or apparent, in participating in this procurement. If during the course of reviewing the applications received in response to this solicitation, I become aware of an actual or possible conflict of interest, I will notify the Review Panel Administrator and seek his/her advice on withdrawing from the review/evaluation panel. **Therefore, please see signed Recusal Form (RECU-001-01).**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONFLICT OF INTEREST

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### 2. GUIDANCE AND DEFINITIONS

a. A Conflict of Interest in scientific peer review exists when a reviewer has an interest in a research proposal that is likely to bias his or her evaluation of it. A reviewer who has a conflict of interest with a proposal may generally not participate in its review.

b. Real Conflict of Interest means a reviewer or a close relative or professional associate of the reviewer has a financial or other interest in a proposal that is known to the reviewer and is likely to bias the reviewer's evaluation of that proposal as determined by the RPA managing the review, as acknowledged by the reviewer, or as prescribed by 42 CFR 52h as follows:

c. A reviewer shall have a conflict of interest if he/she or a close relative or professional associate of the reviewer: (1) has received or could receive a direct financial benefit of any amount deriving from an application or proposal under review; (2) has received or could receive a financial benefit from the applicant institution, offeror or principal investigator that in the aggregate exceeds \$10,000 per year (for reviewers who are federal employees the amount is \$15,000 per year); this amount includes honoraria, fees, stock or other financial benefit, and additionally includes the current value of the reviewer's already existing stock holdings, apart from any direct financial benefit deriving from a proposal under review: or (3) has any other interest in the proposal that is likely to bias the reviewer's evaluation of that application or proposal.

d. Regardless of the level of financial involvement or other interest, if the reviewer feels unable to provide objective advice, he/she must recuse him/herself from the review of the proposal at issue. The peer review system relies on the professionalism of each reviewer to identify to the RC any real or apparent conflicts of interest that are likely to bias the reviewer's evaluation of an application or proposal.

e. Employment: A reviewer who is a salaried employee, whether full-time or part-time, of the applicant institution, offeror, or principal investigator, or is negotiating for employment, shall be considered to have a real conflict of interest with regard to a proposal from that organization or principal investigator. There is no conflict of interest where the components of a large or multi-component organization are sufficiently independent to constitute, in effect, separate organizations, provided that the reviewer has no responsibilities at the institution that would significantly affect the other component.

f. Membership on a scientific review subcommittee does not make an individual a regular employee or officer of the Federal Government, but does constitute service as a Special Government Employee.

g. Financial Benefit: See definition of Real Conflict of Interest above.

h. Personal Relationships (Relatives): A close relative means a parent, spouse, sibling, son or daughter or domestic partner. A conflict of interest exists if a close relative of a reviewer submits an application or proposal, or receives or could receive financial benefits from or provides financial benefits to an applicant or offeror. In such case, it will be treated as the reviewer's financial benefit.

i. Personal Relationships (Friends): A conflict of interest exists if a close friend submits an application or proposal, or receives or could receive financial benefits from or provides financial

benefits to an applicant or offeror. Anyone giving or receiving a gift worth more than \$20 in the last three years would be considered a close friend.

j. Professional Associates: A reviewer has a conflict of interest with professional associates. Professional associate means any colleague with whom the peer reviewer is currently conducting research or other significant professional activities or with whom the member has conducted such activities within three years of the date of the review. A professional associate is also anyone who was the reviewer's scientific mentor or mentee within ten years of the date of the review. A reviewer has a conflict with an application if he/she is a professional associate of a collaborator or co investigator with five or more percent effort on that application.

k. Subcommittee Review Group Membership: When a subcommittee meets regularly, a relationship among the individual members exists; therefore, the group as a whole may not be objective about evaluating the work of one of its members. In such a case, a member's proposal will be reviewed by another qualified review subcommittee to insure that a competent and objective review is obtained. A subcommittee member has a conflict of interest with the proposal of another subcommittee member if they serve together on any other Federal Advisory Committee.

l. Longstanding Disagreements: A conflict of interest may exist where a potential reviewer has had longstanding scientific or personal differences with an applicant.

m. Multi-Site Or Multi-Component Project: An individual serving as either the principal investigator or key personnel on one component of a multi-site or multi-component project has a conflict of interest with all of the proposals from all investigators or key personnel associated with the project. The individual should be considered a professional associate when evaluating proposals submitted by the other participants in the project.

n. Appearance of A Conflict of Interest means that a reviewer or close relative or professional associate of the reviewer has a financial or other interest in an application or proposal that is known to the reviewer or the RPA managing the review and would cause a reasonable person to question the reviewer's impartiality if he or she were to participate in the review. The RPA will evaluate the appearance of a conflict of interest and determine whether or not the interest would likely bias the reviewer's evaluation of the application or proposal. Where there is an appearance of conflict of interest, but not sufficient grounds for disqualifying the reviewer, the RPA in charge of the review will document: (1) that there is no real conflict of interest; and (2) that, at the time of the review, no practical alternative exists for obtaining the necessary scientific advice from the reviewer with the apparent conflict.

o. Waivers: If no other reviewer is available with the expertise necessary to ensure a competent review, a waiver may be granted by the Personal Service Contract Review Board Director or his/her designee to allow full participation in the review.



**CONFIDENTIALITY/NON-DISCLOSURE STATEMENT**

RFP No. 2017COMP001

I will not disclose any information obtained in reviewing proposals under this solicitation to anyone not also participating in this review. Specifically, I will not disclose the number of respondents to the solicitation; the names of individuals and organizations that respond; nor will I disclose any information from technical or cost/pricing submissions of these offerors; except to other reviewers officially assigned to this solicitation.

Finally, if anyone outside the official review chain seeks information about the procurement, I will not supply any information but will refer him or her to Leryn Washington, RFP Coordinator.

Printed Name Shelton Ferguson

Signature Shelton Ferguson Date 4-11-17



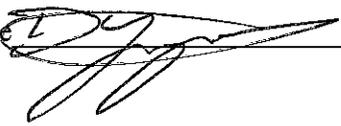
**CONFIDENTIALITY/NON-DISCLOSURE STATEMENT**

RFP No. 2017COMP001

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Finally, if anyone outside the official review chain seeks information about the procurement, I will not supply any information but will refer him or her to Leigh Washington, RFP Coordinator.

Printed Name Derrick Younger

Signature  Date 4/11/17



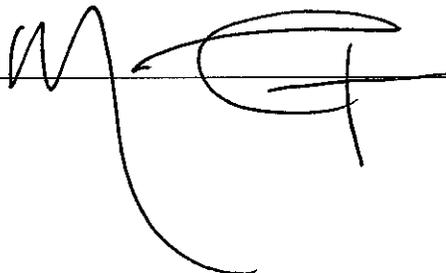
**CONFIDENTIALITY/NON-DISCLOSURE STATEMENT**

RFP No. 2017COMPOOL

I will not disclose any information obtained in reviewing proposals under this solicitation to anyone not also participating in this review. Specifically, I will not disclose the number of respondents to the solicitation; the names of individuals and organizations that respond; nor will I disclose any information from technical or cost/pricing submissions of these offerors; except to other reviewers officially assigned to this solicitation.

Finally, if anyone outside the official review chain seeks information about the procurement, I will not supply any information but will refer him or her to Leigh Westling, RFP Coordinator.

Printed Name Marie Johnson

Signature  Date 04-11-17





# **ADVERTISEMENT**

**Legal Notice  
Request for Proposals**

The Mississippi Department of Child Protection Services (MDCPS) is issuing a Request for Proposals (RFP) for Computer Camp services. The RFP may be downloaded from the MDCPS website [www.mdcps.ms.gov](http://www.mdcps.ms.gov) or the MDHS website [www.mdhs.ms.gov](http://www.mdhs.ms.gov) starting Wednesday, March 8, 2017. Copies will also be available in the MDHS lobby, located at 750 North State Street, Jackson, MS 39202. Proposals must be submitted by Friday, April 7, 2017 by 12:00 p.m., Central Time.

Contact: Leigh Washington  
750 N. State Street  
Jackson, MS 39202  
[Contracts.DFC5@mdcps.ms.gov](mailto:Contracts.DFC5@mdcps.ms.gov)  
March 8, 15, 2017

0001968634-01

**AFFIDAVIT OF PUBLICATION  
THE CLARION-LEDGER**

TO: MDHS  
750 NORTH STATE STREET  
JACKSON, MS 39202  
Acct# 6013594500MDHS

Ad Number: 0001968634

**THE STATE OF MISSISSIPPI  
HINDS COUNTY**

PERSONALLY appeared before me, the undersigned notary public in and for Hinds County, Alicia Collins, an authorized clerk of The Clarion-Ledger, a newspaper as defined and prescribed in Sections 13-3-31 and 13-3-32, of the Mississippi Code of 1972, as amended, who, being duly sworn, states that the notice, a true copy of which is hereto attached, appeared in the issues of said newspaper as follows:

Was published in said newspaper in the issue(s) of:

03/08/17, 03/15/17

Size: 122 words / 1 col. x 20 lines  
Published: 2 time(s)

Now due on said account is ~~\$86.80~~

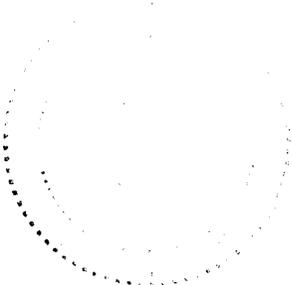
Signed Alicia Collins  
Authorized Clerk of The Clarion-Ledger

SWORN to and subscribed before me on 03/15/2017.

Frances Mack  
Notary Public  
Frances Mack

Notary Public State of Mississippi at Large.

(SEAL)



**Corporate/Agency Profile:**

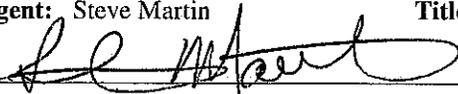
**Legal Name of Person, Firm or Corporation:** Instructional Access, Inc.

**Mailing Address:** 231 E. Alessandro Blvd. Suite A305    **City & State:** Riverside, California    **Zip:** 92508

**Toll Free Telephone:** 888-377-898    **Local:** 951-341-8982    **Cell:** 951-283-8982    **Fax:** 855-631-4145

**Tax Number:** 33-0792430    **Type of Entity:** California Corporation

**Authorized Agent:** Steve Martin    **Title:** Co-President/Chief Information Officer

**Signature:**     **Date:** March 30, 2017

**E-Mail:** [stevem@instructionalaccess.com](mailto:stevem@instructionalaccess.com)

**21.1 - Management Summary**

*Instructional Access, Inc.* intends to provide the company's "Digital Literacy Technology Seminar" – COMPUTER CAMP for the Mississippi Department of Child Protective Services eligible youth. Youth will obtain proficiency in the use of the computer and software such as word processing, spreadsheets, presentation software, and "cloud-based" application programs such as Google Docs. This is to be accomplished through a THREE-DAY seminar (computer camp) in Jackson, Mississippi at a site designated by MDCPS, **June 26-28, 2017.**

Instructional Access, Inc. was established in 1998 to provide instructional technology integration training for school teachers. Shortly after inception, the company pioneered a youth development computer training program – The Weekend Computer Camp "WCC".

The program has evolved significantly over the years and is designed to provide youth with technology skills and computers for home for academic achievement, career exploration, and professional development. Since inception, Instructional Access, Inc. has successfully provided computer training services to more than 29,000 youth, in the juvenile justice, foster care, adoption, probation, migrant education, and other under resourced community programs in more than 27 states and Puerto Rico.

Over the years, the company's services have grown to include: youth conferences, institutional training for incarcerated youth, staff professional development training, and computer technology (digital literacy) training in English and Spanish. The company is recognized throughout the country as the industry leader for technology training for youth and families in "at-risk" situations

The Instructional Access, Inc. infrastructure is comprised of a highly experienced team that provides exceptional customer service, logistical resources, finance management, technical support, customized curriculum design, and instruction. The Instructional Access, Inc. team offers a breadth of professional experiences and knowledge from the fields of health and human service, youth development, research evaluation, employment rehabilitation, and public education. Résumés of current staff have been included and represent a cross section of the staff employed by Instructional Access, Inc.

Instructional Access, Inc. has 19 years of continuous active participation in the applicable industry, providing equipment/services comparable in size and complexity to those specified herein. All of the students who've participated in the computer training have received computers, printers, and other peripheral tools.

## 21.2 - Proposal

The computer camp event will be facilitated by **credentialed school teachers** at the **site specified by MDCPS** on the dates of **June 26, 27 and 28, 2017**. The **100 youth** participants will receive **THREE** days of instruction in the most current versions of Microsoft Word, Excel, PowerPoint, and "cloud-based" application programs such as Google Docs. The instructional elements are divided into the following **FIVE** areas.

### 1. Productivity Programs

This section of the Instructional Access, Inc. COMPUTER CAMP training explores the most commonly used productivity applications used in business, in education, and at home; **Microsoft® Word®, Excel®, PowerPoint®** and "cloud-based" application programs such as **Google Docs**. Youth participants will learn how to select the best software for specific projects. The fundamentals of word processing, spreadsheets, presentation software, databases, and the integration of "cloud-based" application programs will be explored.

### 2. Computer Basics

Computing has become a necessity in everyday life. Those without the skills and access to computer technology are unable to effectively compete in the twenty-first century. Access to employment, education, college application process, banking, communication, entertainment, and social networking forums require computers and technology competence. This area introduces youth participants to the fundamentals of computing.

### 3. Internet Safety, and Computer Security and Privacy

The Internet connects users to people, information, and resources around the world. In this area of the training students discuss **INTERNET SAFETY, DIGITAL INTEGRITY**, and protecting personal space and private information.

### 4. Digital Connectivity/Integration

Wireless printers, cell phones, MP3 players, digital cameras, social networking, and the Internet are an integral part of the global community in which the youth live. The COMPUTER CAMP training guides youth participants through a series of exercises for downloading and registering their Microsoft® software, connecting their **NEW LAPTOP** to a wireless network. Youth participants will also explore how these and other computing technologies are creating new career opportunities and shaping the world.

### 5. Independent Living Skills Online (ILS Online)

The COMPUTER CAMP will also include an introduction to the Instructional Access, Inc. Independent Living Skills Online program. This program provides online access to interactive courses that address a broad range of critical issues in five areas: 1) Health & Leisure; 2) Financial Management; 3) Career/School (Planning); 4) Relationships; and 5) Life Skills.

The following tables provide a detailed explanation of Project Approach, Work Schedule, and Technology Instructional Access, Inc. will provide as per the requirements of the RFP. The Proposed Project Plan Timeline below outlines the tasks and sub-tasks associated with the proposed MDCPS Computer Camp project.

**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES  
ILS YOUTH COMPUTER CAMP  
PROVIDED BY INSTRUCTIONAL ACCESS, INC.**

The hands-on training will introduce the youth participants to skills necessary to effectively use a computer at home, in school, and for greater access to employment and community engagement opportunities.

The training will provide the youth with an enhancement of their computer skills and broaden their opportunities as they transition out of foster care. By combining training with the ownership of high-powered computer system, the youth will be able to reinforce and expand skills learned during the training and take these skills with them as they move toward self-sufficiency.

The goal of Instructional Access, Inc. Computer Camp model is to teach and assess basic computer concepts and skills so that each youth participant can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities.

**EACH YOUTH PARTICIPANT RECEIVES:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• New HP Pavilion X360 Convertible Laptop Computer with Windows 10 Home (64bit)</li> <li>• Color Inkjet Printer</li> <li>• Courseware, Mouse, mouse pad and LAPTOP backpack</li> </ul> | <ul style="list-style-type: none"> <li>• Microsoft Office® 2016 Standard Suite Software &amp; Courseware (Word, Excel, PowerPoint, OneNote, Outlook, Publisher)</li> <li>• 4GB Flash Drive</li> <li>• 2 Year Depot Repair Warranty with Accidental Damage Coverage</li> </ul> |
|---|---|

**Table 1** outlines anticipated OUTCOMES and BENEFITS of the Instructional Access, Inc. Youth Computer Camp program. The OUTCOMES and BENEFITS identified are derived based on quantitative and qualitative data the company has collected for 19 years serving “at-risk” populations.

**Table 1.  
Anticipated Outcomes and Benefits:**

Academic – Instructional	Social – Citizenship
<ul style="list-style-type: none"> <li>• Greater access to online services and resources (<i>“anytime/anywhere”</i> access)</li> <li>• Improved graduation rates</li> <li>• Greater academic student engagement</li> <li>• Higher quality school work products</li> <li>• Improved grades and test scores</li> <li>• Enhanced college readiness, preparation and exposure</li> <li>• Improved access to academic, community, and social resources</li> <li>• Improved student confidence</li> <li>• Improved writing skills</li> <li>• Enhanced opportunities to practice English for ELL students</li> <li>• Improved academic organization/preparation (note-taking, test practice, homework etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Greater access to online services and resources (<i>“anytime/anywhere”</i> access)</li> <li>• Immediate and direct access to a computer at home (<i>student participant</i>)</li> <li>• Immediate <i>indirect</i> access to a computer at home for family members (<i>non- student participants</i>)</li> <li>• Improved access to academic, community, and social resources</li> <li>• Improved personal/social confidence</li> <li>• Fewer disparities in access to technology between “at-risk” and non-“at-risk” students</li> <li>• Greater access to employment opportunities</li> <li>• Enhanced access to workforce development opportunities</li> </ul>

**Table 2:** The table below provides a description of the ONLINE Independent Living Skills Curriculum Course Portfolio that Mississippi ILS Youth will also receive during computer camp instruction.

The **On-line Independent Living Skills Curriculum** provides an opportunity for each ILS student to receive a certificate of completion at the end of each subject area completed. Agencies use the certificates for extra credit, incentives, benchmarks, rewards, prerequisites, etc. The certificates can also be used to create or add to student portfolios.

The table includes a sample of courses – lessons in a student learning portfolio. The lessons are categorized into thematic units and align with the mandates of the John H. Chafee Act, the Ansel-Casey assessment tool, and the National Youth in Transition Database reporting elements.

**Table 2.**

COURSE LIST		
	Courses - Lessons	Catalog – Thematic Units
1	Career Exploration	Career/School
2	Creating an Educational Plan	
3	Education and a Career	
4	Time Management	
5	Completing Homework	
6	Influences on Study Habits	
7	Study Techniques	
8	Using the Internet as a Study Resource	
9	Decisions and Choices	Life Skills
10	Goal Setting: Discovering your gifts	
11	Breakfast Because	Health & Leisure
12	Obesity in a Bottle	
13	Smart Nutrition	
14	Nutrition Labels: Start with Breakfast	
15	Teen Nutrition	
16	C.A.T.C.H. onto Good Hygiene	
17	Looking Good: Without a Clue	
18	First Aid	
19	Risks of Tobacco, Alcohol and Drug Use	
20	Teen Safety: Myths vs. Reality	
21	Money Knowledge	Financial Management
22	Budgeting	
23	Teen Safety: Dating and Relationships	Relationships
24	Cyber safety	
25	Prejudice and Stereotyping	

**Table 3:**

<b>MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES - ILS YOUTH COMPUTER CAMPS PROJECT PLAN TIMELINE</b>			
<b>DATES</b>	<b>ACTION</b>	<b>STUDENT GROUP</b>	<b>RESPONSIBLE PARTY</b>
April 7, 2017	RFP RESPONSE DUE		Instructional Access
May 2017	Participants identified		Mississippi ILS personnel
	CONTRACT AWARDED		Mississippi ILS personnel
Week of June 12, 2017	Finalized participant list provided to Instructional Access		Mississippi ILS personnel
Week of June 5, 2017	Teaching teams assigned		Instructional Access
Upon award of contract	Equipment, software, and courseware ordered		Instructional Access
Week of June 5, 2017	Phone conference or meeting with Mississippi ILS and Instructional Access to finalize and confirm training implementation		Mississippi ILS personnel and Instructional Access logistics team
<b>June 25 - 28, 2017</b>	<b>Computer Camp</b>	Youth Participants	Instructional Access and Mississippi ILS Program personnel
Week of July 10, 2017	Data collected at camps aggregated, quantitative and qualitative analysis completed and data provided to Mississippi ILS Program Director.		Instructional Access
Week of July 10, 2017	Phone conference with Mississippi ILS and Instructional Access to debrief regarding training, data outcomes, and customer satisfaction		Instructional Access and Mississippi ILS personnel
Within 45 days after camp	Full payment issued		Mississippi ILS

### 21.3 Corporate Experience and Capacity

Instructional Access, Inc. was established in 1998 to provide instructional technology integration training for school teachers. Shortly after inception, the company pioneered a youth development computer training program – The Weekend Computer Camp “WCC”.

The program has evolved significantly over the years and is designed to provide youth with technology skills and computers for home for academic achievement, career exploration, and professional development. Instructional Access, Inc. has successfully provided computer training services to more than 29,000 youth, in the juvenile justice, foster care, adoption, probation, migrant education, and other under resourced community programs in more than 27 states and Puerto Rico.

Instructional Access, Inc. has 19 years of continuous active participation in the applicable industry, providing equipment/services comparable in size and complexity to those specified herein. All of the students who’ve participated in the computer training have received computers, printers, and other peripheral tools.

Instructional Access, Inc. has the capacity to adequately meet the demands of this RFP "Computer Camp" project and as such does not intend to expand beyond its current corporate structure. The company currently employs four full-time administrative staff, three part - time curriculum development employees, and contracts for an accounts manager, as well as 15 sub-contracted licensed teachers.

**21.4 - PERSONNEL**

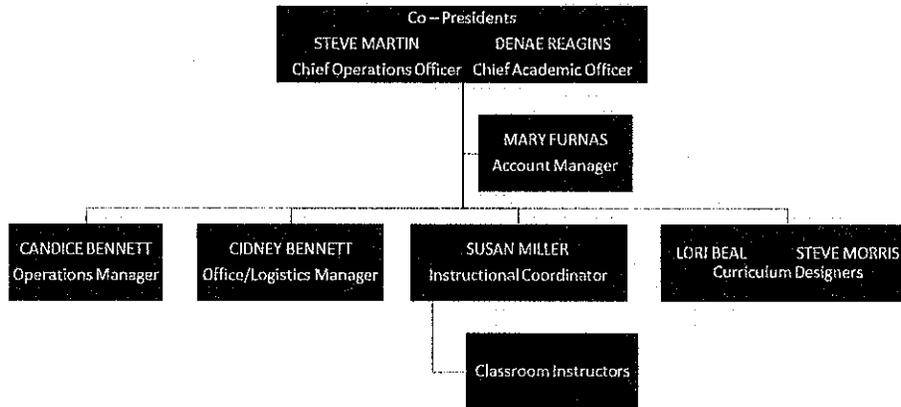
Steve Martin and DeNae Reagins are the co-founders of Instructional Access, Inc. and oversee the executive and administrative duties of the company on a day-to-day basis. Additionally, the Instructional Access, Inc. team is comprised of highly experienced professionals that provide exceptional customer service, logistical resources, finance management, technical support, customized curriculum design, and instruction. Collectively, the Instructional Access, Inc. team represents a diverse range of professional experiences and knowledge from the fields of health and human service, youth development, research evaluation, employment rehabilitation, and public education.

*Technical Expertise:*

Instructional Access, Inc. has dedicated staff that have years of knowledge, experience and expertise, in acquiring, evaluating and maintaining personal computers, peripheral hardware, devices and software needed for the computer camps.

*Instructional Expertise:*

The teaching teams that facilitate the learning opportunities in the computer camps hold current teaching credentials and teach at the university level and in public and private K-12 schools, in Puerto Rico, Florida, Oklahoma, and California.



Full Time	Part Time	Sub-Contractors	Title / Function
1			Operations Manager / Location – Site Coordination -Transportation Management
1			Operations Assistant / Equipment Procurement – Logistics Coordination
1			Executive Manager / Project Oversight
1			Executive Manager / Fiscal Oversight
	3		Instructor Coordinator / Teacher Management - Curriculum Writers/Instructional Design
		15	Classroom Instructors / Classroom Management
		1	Account Manager / Customer Management & Satisfaction

Résumés of the professionals who will be providing services as per this EVENT (from principals to field technicians) are included with the documents in the Technical Proposal and labeled **Appendix "A"** following the Exhibits.