



**MEETING AGENDA**  
**Wednesday, January 3, 2018**

- I. Call to Order**
- II. Oaths of Office**
- III. Election of Officers**
- IV. Approval of Minutes from December Public Procurement Review Board Meetings**
  - a. Regular PPRB Meeting December 6, 2017
  - b. Special PPRB Meeting December 20, 2017
  - c. Special PPRB Meeting December 21, 2017
- V. Approval of Minutes from December 19, 2017 Personal Service Contract Review Board Meeting**
- VI. Approval of per diem and expenses for the January 3, 2018 meeting and for any additional expenses incurred prior to the February 7, 2018 meeting**
- VII. DFA Office of Purchasing, Travel and Fleet Management (OPTFM)**
  - A. Petitions for Relief from Reverse Auction**
    - 1. OPTFM is requesting the PPRB grant an exemption to all governing authorities for the use of reverse auction as their bidding method, until the second PPRB meeting, February 7, 2018. New legislation will be introduced that may give us clarification on issues with the fees being paid to reverse auction and electronic bidding companies. Award of the DFA/ITS state contract to these reverse auction vendors is being delayed because their current fee structures conflict with AG opinions.
    - 2. Reverse Auction Exemption requests were received from the Hattiesburg School District, Claiborne County, and the City of Cleveland. Upon approval of item VII.A.1, these requests will be moot.
  - B. Consideration of Contracts for Board Action**
    - 1. **Requesting Agency:** Department of Public Safety (DPS)  
**Supplier:** Ricoh USA, Inc.

**Contract #:** 8200025323

**Term:** Five (5) Years (09/01/2015 – 08/31/2020)

**Total Value:** \$1,169,931.64

**Summary of Request:** DPS is requesting to increase the award of this rental contract by \$700,000.00 for a Ricoh Pro #C9110 Digital Press used in their print shop located at the DPS headquarters. The increase in spend is due to the underestimated usage of the machine by the agency. Prior to the contract award in 2015, DPS contacted two (2) State contract vendors for quotes. Both dealers were given an opportunity to visit the print shop to examine their old equipment and to assess their print needs. Both dealers provided recommendations and a quote on equipment currently on state contract. DPS selected Ricoh as the vendor to receive the contract by utilizing the OPTFM statewide copier contract. The rental contract was last approved by PPRB on August 2, 2016. The original amount of the contract was \$523,010.40 for a five (5) year term (9/1/2015-8/31/2020). DPS submitted the request to increase the contract amount to the Mississippi Department of Information Technology Services (ITS) on November 1, 2017 and received a CP-1 (ITS) exemption on November 17, 2017.

**Staff Recommendation:** Based on the information submitted by the Agency, we ask that the Board approve this contract.

#### **VIII. DFA Bureau of Building, Grounds, and Real Property Management (BOB/RPM)**

#### **IX. DFA Office of Personal Service Contract Review (OPSCR)**

##### **A. Petitions for Relief from Competitive Sealed Bidding**

##### **B. Consideration of Contracts for Board Action**

###### **1. Requesting Agency:** Veterans Affairs Board (VAB)

**Supplier:** AHS Staffing, LLC

**Contract #:** 8200034272

**Term:** 07/01/2017 – 06/30/2019

**Total Value:** \$150,000.00

**Modification**

**\$90,000.00**

**Summary of Request:** Modification Three has been submitted to increase the amount of the contract by \$90,000.00 for continuity of services. All other terms and conditions of the original contract remain the same. The contractor provides relief pharmacy services for the Kosciusko VAB facility. The contractor was originally selected through an RFP. This contract was executed prior to January 1, 2018 and, therefore, was not required to be procured through an Invitation for Bid. Proof of the vendor's updated required workers' compensation, comprehensive general or professional liability, and fidelity bond insurance certifications must be received from the agency prior to processing the contract modification.

**Staff Recommendation:** Approval of the contract modification as requested contingent upon receipt of the vendor's updated required workers' compensation, comprehensive general or professional liability, and fidelity bond insurance certifications.

##### **C. Department of Child Protection Services Contracts and Department of Human Services Contracts Useful in Establishing and Operating DCPS for Fiscal Year 2018**

*Neither the Public Procurement Review Board nor OPSCR staff approves Department of Child Protection Services (DCPS) contracts or Department of Human Services (DHS) contracts useful in establishing and operating DCPS. These contracts are reported to the board for consideration of recommendations, but are not subject to OPSCR Rules and Regulations. The implementation of any board recommendations is at the discretion of DHS and/or DCPS. Pursuant to Miss. Code Ann. § 27-104-7(f), the board is not authorized to disapprove any proposed personal service contracts for DCPS or DHS contracts that are useful in establishing and operating DCPS*

#### **D. Emergency Contracts Reported to the Board for Fiscal Year 2018**

*Emergency contracts are reviewed by OPSCR staff for technical compliance upon the written request of the submitting agency. The OPSCR staff will process the contract in MAGIC upon receipt of the contract, and then conduct the requested review and notify the agency of any problems found during the requested review; however, it is the responsibility of the agency to correct any errors. If no written request for review is made by the submitting agency, OPSCR staff will process the contract in MAGIC upon receipt of same, and then conduct a review of the contract for internal auditing purposes. Emergency contracts are presented to the PPRB at its regular meeting and are included in the minutes of said meeting, but no action is required by the PPRB as to these contracts. Any approval in MAGIC or any other state system does not constitute approval of the emergency procurement by the PPRB and is done solely for processing purposes. This provision is not intended to prevent the PPRB from making a report under the statutory authority to audit or to take other action as deemed appropriate.*

#### **E. Director's Report**

- 1. Quarterly Report to House of Representatives and Senate Committees on Accountability, Efficiency, and Transparency on Sole-Source Contracts**
- 2. Staff Authority Requests**
  - a. Authority to approve contracts for vendors selected from and containing scopes of services consistent with the preapproved vendor list.
  - b. Authority to approve WIN (contract worker) contracts not exceeding \$75,000.00 in one fiscal year and/or calendar year.
  - c. Authority to approve modifications to previously approved contracts that involve cost-per-unit fees up to ten percent of the originally approved contract amount. Contracts approved using this authority shall not exceed \$500,000.00.
  - d. Authority to approve multiple contracts with the same vendor, but with different scopes of services. Contracts approved using this authority shall not exceed \$75,000.00.

- e. Authority to approve modifications to previously approved contracts involving accounting and scrivener's errors and other technical or technological problems that do not alter the contract terms and conditions.
- f. Authority to approve the transfer or assignment of a previously approved contract that does not alter any other contract terms or conditions. Contracts approved using this authority include novation, buyout, and all other vendor name changes.
- g. Authority to approve modifications to previously approved contracts that only reduce the dollar amount of the contracts or in which the amount and services are unchanged.

**Staff Recommendation:** Approval of all requested staff authorities.

### **3. Preapproved Vendor Lists**

- a. Background Screening Services
- b. Janitorial Services
- c. Lawn and Landscaping Services
- d. On-Site Mobile Shredding Services
- e. Professional Nursing Services
- f. Security Services
- g. Temporary Staffing Services

**Staff Recommendation:** Approval of all prior Preapproved Vendor Lists.

### **4. Rules and Regulations**

- a. Proposed Rules and Regulations

## **X. Future Meeting Dates**

Wednesday, February 7, 2018  
Wednesday, March 7, 2018  
Wednesday, April 4, 2018  
Wednesday, May 2, 2018  
Wednesday, June 6, 2018  
Wednesday, July 11, 2018  
Wednesday, August 1, 2018  
Wednesday, September 5, 2018  
Wednesday, October 3, 2018  
Wednesday, November 7, 2018

Wednesday, December 5, 2018

**Staff Recommendation:** Approval of all proposed dates and 9:00 a.m. start time for each meeting.

**XI. Adjournment**