

# **PUBLIC PROCUREMENT REVIEW BOARD**

## **SPECIAL MEETING**

**TUESDAY, NOVEMBER 24, 2015**

A special meeting of the Public Procurement Review Board (PPRB) was held at 9:00 a.m. in the 13<sup>th</sup> floor Conference Room of the Woolfolk State Office Building located in Jackson, Mississippi.

### **PRESENT**

Mr. Kevin J. Upchurch, Chairman

Mr. Charles R. Snowden, Member

### **OTHERS**

Mr. Bennie Nutt, Deputy Executive Director, DFA

Ms. Monica Ritchie, Director of the Office of Purchasing, Travel and Fleet Management, DFA

Ms. Aubrey Leigh Goodwin, Special Assistant Attorney General, DFA

Ms. Delores Douglas, PPRB Recorder, DFA

### **ABSENT**

Mr. Freddie M. "Flip" Phillips, Vice Chairman

The Chairman called the meeting to order and commenced the meeting with prayer.

### **OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT**

Ms. Monica Ritchie, presented the following:

1. The University of Mississippi Medical Center previously submitted this P-1 request in the PPRB meeting held on 11/4/2015 which was acknowledged as a ratification by PPRB in the amount of \$1,188,532.00 for purchase of a Siemens MRI machine from a Novation GPO Contract #XR11012. The University of Mississippi Medical Center is submitting this P-1 again and requesting PPRB acknowledgement of this ratification, due to the equipment values listed on the original P-1 being inaccurate. The total value listed on the quote for the MRI machine in the original P-1 included the credit for the trade-in amount. The MRI should have been listed at the value of \$1,222,807.00, and then a separate line item should have reflected the value of the traded equipment and the net cost of \$1,188,532.00 to the University. Mr. Upchurch made a motion to acknowledge this item. Mr. Snowden seconded and the motion carried.
2. The Mississippi Emergency Management Agency (MEMA) requested to donate two (2) Cottages to the Rankin County Sherriff's Office in accordance with the MS Affordable Housing Pilot Program Articles of Agreement and Performance Management Plan and 29-9-9, MS Code of 1972. The first cottage is a 1 bedroom, bar code 2016, MS label 4666, serial/vin #5TAPS40448F0C0116, mfg. by Oak Creek in 2008, model year 2008. The second cottage is a 2 bedroom, bar code 5081, MS label 2528, LH010822524, mfg. by Lexington in 2008, model year 2009. These 2 cottage donations will increase the total donated to 619 units. Mr. Upchurch made a motion to approve. Mr. Snowden seconded and the motion carried.
3. Jackson State University (JSU) submitted a P-1 requesting approval from PPRB for the purchase of two (2) MCI J4500 Motor Coach Buses. The bid specifications as advertised listed brand specific buses as MCI J4500 models and JSU failed to request prior approval from the Chief Procurement Officer as required by Section 4.104.01.2 of the Procurement Manual. The University recognizes that MCI brand-specific specifications were not approved per state

**PUBLIC PROCUREMENT REVIEW BOARD**

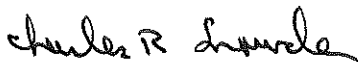
**Special Meeting**

**Tuesday, November 24, 2015**

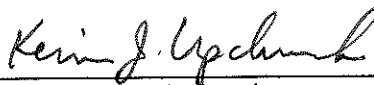
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procurement regulations and apologizes for the error in protocol. As a result of being brand specific, JSU limited the competition to one manufacturer, and only received one bid. The purchase has been approved by the IHL Board of Trustees, the buses have been manufactured and delivered. Jackson State is requesting deviation from procurement laws and requested PPRB approval of this purchase so that payment could be made utilizing Master Lease Purchase funds. After some discussion, the Chairman made a motion to reject this item for failure to comply with regulations. Mr. Snowden seconded, and the motion carried.

There being no further business to bring before the Board, the meeting was adjourned.



Mr. Charles R. Snowden



Mr. Kevin J. Upchurch





**STATE OF MISSISSIPPI**  
GOVERNOR PHIL BRYANT

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

KEVIN J. UPCHURCH  
EXECUTIVE DIRECTOR

# **NOTICE**

A Special Meeting of the

## **PUBLIC PROCUREMENT REVIEW BOARD**

will be held Tuesday, November 24, 2015, 9:00 a.m. in the  
13th floor Conference Room  
Woolfolk State Office Building

Agenda: Approval of a Purchase for Jackson State University

## **AGENDA**

### **PUBLIC PROCUREMENT REVIEW BOARD Special Meeting 9:00 a.m.**

**TUESDAY, NOVEMBER 24, 2015**

#### **I. OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT**

Ms. Monica Ritchie, Director of the Office of Purchasing, Travel and Fleet Management, presents the following:

- 1 contract for the University of Mississippi Medical Center (UMMC)
- 1 contract for the Mississippi Emergency Management Agency (MEMA)
- 1 contract for Jackson State University (JSU)

#### **II. NEXT MEETING DATE**

Regular Meeting, Wednesday, December 02, 2015

**OFFICE OF PURCHASING AND TRAVEL  
PUBLIC PROCUREMENT REVIEW BOARD  
SPECIAL MEETING AGENDA  
November 24, 2015**

- 1. REQUESTING AGENCY:** University of Mississippi Medical Center (UMMC)  
**SUPPLIER:** Siemens Medical Solutions USA  
**MAGIC NUMBER:** 8200022118  
**AMOUNT OF CONTRACT:** \$1,222,807.00 (Previously ratified by PPRB on 11/4/2015 in the amount of \$1,188,532.00)  
**TERM OF CONTRACT:** Four Months – (11/10/2015 – 03/31/2016) (Previously approved for Four (4) Months (10/23/2015 – 01/22/2016)  
**SCOPE OF CONTRACT:** Request for PPRB ratification of the GPO Novation Contract for the Trade-In of Equipment with Purchase of MRI Machine.  
**PURCHASE METHOD:** GPO Novation Contract # XR11012  
**COMMENTS:** The University of Mississippi Medical Center previously submitted this P-1 request in the PPRB meeting held on 11/4/2015 which was ratified by PPRB in the amount of \$1,188,532.00 for purchase of a Siemens MRI machine from a Novation GPO Contract #XR11012. The University of Mississippi Medical Center is submitting this P-1 again and requesting PPRB ratification, due to the equipment values listed on the original P-1 were not accurate. The total value listed on the quote for the MRI machine included the trade-in amount, thus the total amount for the MRI machine did not have to be reduced by the trade-in amount.  
**COMPLIANCE WITH PROCEDURES (YES, NO):** Yes  
If no, explanation:  
**ADDITIONAL COMMENTS IF NEEDED:** Based on the information submitted by the Agency, we ask for the Board's ratification contingent upon the issuance of a purchase order or an award letter by the agency.
- 2. REQUESTING AGENCY:** MS Emergency Management Agency (MEMA)  
**SUPPLIER:** MS Affordable Housing Pilot Program, through MEMA  
**MAGIC NUMBER:** NA  
**AMOUNT OF CONTRACT:** NA  
**TERM OF CONTRACT:** NA  
**SCOPE OF CONTRACT:** Donation  
**PURCHASE METHOD:** Donation  
**COMMENTS:** MEMA is requesting to donate two (2) Cottages to the Rankin County Sherriff's Office in accordance with the MS Affordable Housing Pilot Program Articles of Agreement and Performance Management Plan and 29-9-9, MS Code of 1972.  
One cottage is a 1 bed room, bar code 2016, MS label 4666, serial/vin #5TAPS40448F0C0116, mfg. by Oak Creek in 2008, model year 2008.

Second cottage is 2 bed room, bar code 5081, MS label 2528, LH010822524, mfg. by Lexington in 2008, model year 2009.

These 2 cottage donations will increase the total donated to 619 units.

**COMPLIANCE WITH PROCEDURES (YES, NO):** Yes

**ADDITIONAL COMMENTS IF NEEDED:** Based on the information submitted by the Agency, we ask for the Board's approval.

3. **REQUESTING AGENCY:** Jackson State University

**SUPPLIER:** Motor Coach Industries

**MAGIC NUMBER:** 8200021914

**AMOUNT OF CONTRACT:** \$1,094,000.00 – financed through State's MASTER LEASE PROGRAM

**TERM OF CONTRACT:** One time purchase (bid was advertised July 2014)

**SCOPE OF CONTRACT:** Request for PPRB approval of purchase of two (2) MCI J4500 Motor Coach Buses and deviation from regulations

**PURCHASE METHOD:** Bid Solicitation

**COMMENTS:** Jackson State University has submitted a P-1 requesting approval from PPRB for the purchase of two (2) MCI J4500 Motor Coach Buses.

**COMPLIANCE WITH PROCEDURES (YES, NO):** No

If no, explanation: The bid specifications as advertised listed brand specific buses as MCI J4500 models and JSU failed to request prior approval from the Chief Purchasing Officer as required by Section 4.104.01.2 of the Procurement Manual. The University recognizes that MCI brand-specific specifications were not approved per state procurement regulations and apologizes for the error in protocol. As a result of being brand specific, JSU limited their competition to one manufacturer, due to this they only received one bid. The purchase has been approved by the IHL Board of Trustees, the buses have been manufactured and delivered. Jackson State is requesting deviation from procurement laws and requests PPRB approval of this purchase so that payment can be made.

**ADDITIONAL COMMENTS IF NEEDED:** Based on the information submitted by the Agency, JSU is asking for the Board's approval after the fact.