

PUBLIC PROCUREMENT REVIEW BOARD

SPECIAL MEETING

TUESDAY, JULY 28, 2015

A special meeting of the Public Procurement Review Board was held at 4:00 p.m. in the 13th floor Conference Room of the Woolfolk State Office Building located in Jackson, Mississippi.

PRESENT

Mr. Kevin J. Upchurch, Chairman
Mr. Freddie M. "Flip" Phillips, Vice Chairman
Mr. Charles R. Snowden, Member

OTHERS

Mr. Ross Campbell, Director of Marketing and Audit for the Office of Purchasing, Travel and Fleet Management, DFA
Mr. Bennie Nutt, Deputy Executive Director, DFA
Ms. Aubrey Leigh Goodwin, Special Assistant Attorney General, DFA
Ms. Melody Coulson, PPRB Recorder, DFA

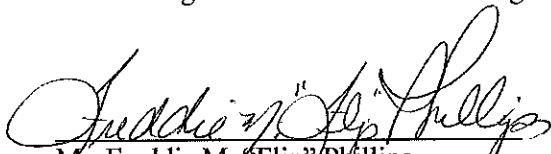
The Chairman called the meeting to order and commenced the meeting with prayer.


OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT (OPTFM)

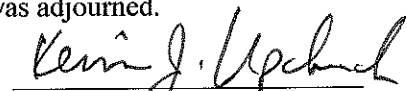
Mr. Campbell presented the following:

1. The DFA, Office of Insurance completed a Request for Proposals (RFP) for design, print, and direct mail for the life, health, and workers' compensation insurance programs administered by DFA. The DFA Office of Insurance is requesting approval by the Board to deviate from the regulations outlined in section 3.107 of the State of MS Procurement Manual. The Office of Insurance was under the impression that this procurement fell under the purview of PSCRB and that there was no requirement to request approval to do an RFP prior to issuance of the procurement. However, contracts for printing fall under the jurisdiction of OPTFM. Accordingly, the Office of Insurance is seeking approval to deviate from the aforementioned regulation which requires prior approval before issuing an RFP. The contract is with Nick Strickland's Quick Print, Alliance Business Services, in the amount of \$350,000.00 from September 1, 2015 to August 31, 2019 (4 year contract with option to renew in year 5). Mr. Snowden made a motion to approve the deviation from the Procurement Manual and to approve the award, contingent upon an award letter from the agency. Mr. Phillips seconded and the motion carried.
2. Request for approval of Master Lease Purchase Acquisitions as per 31-7-10 (3). The Mississippi Board of Animal Health is seeking to purchase seven half-ton pickup trucks for a total of \$135,000. The Ellisville State School is seeking to purchase sewage treatment equipment for a total of \$850,000. Mr. Phillips made a motion to approve the use of the DFA Master Lease Purchase program for financing these procurements. Mr. Snowden seconded and the motion carried.

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


Mr. Freddie M. "Flip" Phillips


Mr. Charles R. Snowden


Mr. Kevin J. Upchurch



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCIURCH
EXECUTIVE DIRECTOR

NOTICE

A Special Meeting of the

PUBLIC PROCUREMENT REVIEW BOARD

will be held Tuesday, July 28, 2015, 4:00 p.m. in the
13th floor Conference Room
Woolfolk State Office Building

Agenda: Request for Approval of the Master Lease Acquisition and Miscellaneous

AGENDA

**PUBLIC PROCUREMENT REVIEW BOARD
Special Meeting
4:00 p.m.**

TUESDAY, JULY 28, 2015

I. OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT

Mr. Ross Campbell, Director of Marketing and Audit for the Office of Purchasing, Travel and Fleet Management, will present the following:

- Contract for DFA Office of Insurance
- Approval of Master Lease Purchase Acquisition

II. NEXT MEETING DATE

Regular Meeting, Wednesday, August 05, 2015

**OFFICE OF PURCHASING AND TRAVEL
PUBLIC PROCUREMENT REVIEW BOARD
SPECIAL MEETING AGENDA
July 28, 2015**

1. **REQUESTING AGENCY:** DFA, Office of Insurance
SUPPLIER: Nick Strickland's Quick Print, Alliance Business Services
MAGIC NUMBER: 8200016948
AMOUNT OF CONTRACT: \$350.000
TERM OF CONTRACT: September 1, 2015 thru August 31, 2019 (4 year contract with option to renew in year 5)
SCOPE OF CONTRACT: Request for Proposal for design, print and Direct Mail Services contract for the State and School Employees' Health Insurance Plan's (Plan) and Mississippi State Agencies Self-Insured Workers' Compensation Trust documents
PURCHASE METHOD: Request for Proposal
COMMENTS: The Office of Insurance completed an RFP for design, print, and direct mail for the life, health, and workers' compensation insurance programs administered by them. Office of Insurance is requesting approval by the Board to deviate from the regulations outlined in section 3.107 of the State of MS Procurement Manual. Office of Insurance was under the impression that this procurement fell under the purview of PSCRB; therefore, they were not required to request approval to do an RFP prior to issuance of the procurement.
COMPLIANCE WITH PROCEDURES (YES, NO): Yes
If no, explanation:
ADDITIONAL COMMENTS IF NEEDED: Based on the information submitted by the Agency, we ask that the Board approve this deviation from the regulations.

2. **Master Lease Purchase Schedule – Series 2015A**
Attached

31-7-10 (3) Upon final approval of an appropriation bill, each agency shall submit to the Public Procurement Review Board a schedule of proposed equipment acquisitions for the master lease-purchase program. Upon approval of an equipment schedule by the Public Procurement Review Board with the advice of the Department of Information Technology Services, the Office of Purchasing, Travel and Fleet Management, and the Division of Energy and Transportation of the Mississippi Development Authority as it pertains to energy efficient climate control systems, the Public Procurement Review Board shall forward a copy of the equipment schedule to the Department of Finance and Administration.



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

July 24, 2015

Mr. Kevin Upchurch, Chair
Public Procurement Review Board
501 N. West Street, Suite 1301 Woolfolk Building
Jackson, Mississippi 39201

RE: Design, Print, and Direct Mail Services Contract - 0200020140

Dear Mr. Upchurch:

The Department of Finance and Administration, Office of Insurance (Office) recently completed a competitive Request for Proposals (RFP) process for the selection of a vendor to provide design, print, and direct mail services for the life, health, and workers' compensation insurance programs administered by the Office. Utilizing a three-member internal evaluation team, we began developing the RFP in March, and ultimately released the RFP on May 1, 2015. Based on our understanding that the resulting contract would fall under the jurisdiction of the Personal Services Contract Review Board (PSCRB), we followed all applicable PSCRB and agency procurement regulations and procedures throughout this competitive procurement process, resulting in the receipt of two proposals on May 29, 2015. As stated in the RFP, qualifying proposals were evaluated based on (1) the plan for providing services (40%), (2) pricing (40%), and (3) experience and qualifications (20%). Alliance Business Services was determined to be the top scorer, receiving 90.65 out of 100 points, and submitted the lowest and best price quotation on both a four-year (\$355,361) and five-year basis (\$446,487). This pricing is approximately \$123,000 (4-year basis) and \$152,000 (5-year basis) less than the other proposal received in response to the RFP. As such, we selected Alliance Business Services as the design, print, and direct mail service vendor on June 26, 2015, subject to PSCRB approval. The proposed contract would be effective September 1, 2015, with a term of four years with an option to renew for one additional year.

We were recently advised by the PSCRB, with confirmation from the DFA-Office of Purchasing and Travel, that this contract approval request should more properly be directed to the Public Procurement Review Board (PPRB) rather than the PSCRB. Based on this determination, we hereby request approval to deviate from regulations listed in 3.107 of the PPRB Procurement Manual, in that we utilized a competitive request for proposal procurement process rather than an invitation for bid process to solicit the services requested herein. As the RFP process was conducted with the intent for submission to the PSCRB, we missed any opportunity to secure advance approval from the PPRB. It is our belief that the procurement process we used otherwise complied with the applicable rules and regulations set forth by the PPRB. We hereby respectfully request consideration and approval of this contract.

I am attaching the following information regarding the solicitation, selection, and contracting processes:

- Notice of Publication
- MPTAP Submission Confirmation
- Request for Proposals
- Selected Vendor's Response to the Request for Proposal
- Evaluation material, including all vendor's pricing information
- Contract
- Protest memorandum

Once the contract is executed, the vendor will have thirty days to provide a certificate of liability insurance. Should you have any questions or need additional information, please call me at 601-359-5557.

Sincerely,

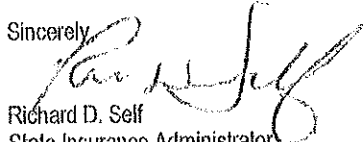

Richard D. Self
State Insurance Administrator

EXHIBIT "A"
EXPECTED EQUIPMENT SCHEDULES FOR MASTER LEASE PURCHASE
SERIES 2015A- STATE OF MISSISSIPPI

MISSISSIPPI BOARD OF ANIMAL HEALTH

• Seven (7) half-ton pickup trucks	\$135,000.00	
<i>Total equipment to be acquired by Mississippi Board of Animal Health (4.5-year term)</i>		\$135,000.00

ELLISVILLE STATE SCHOOL

• Sewage treatment equipment	\$850,000.00	
<i>Total equipment to be acquired by Ellisville State School (8-year term)</i>		\$850,000.00

COPIAH-LINCOLN COMMUNITY COLLEGE DISTRICT

• SAN	\$152,650.00	
• Servers	81,270.00	
• Switches	183,170.00	
• Wireless Access Points	<u>7,910.00</u>	
<i>Total equipment to be acquired by Copiah-Lincoln Community College District (4-year term)</i>		\$425,000.00

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

• 5 school buses	\$425,000.00	
<i>Total equipment to be acquired by Clarksdale Municipal School District (7-year term)</i>		\$425,000.00

GREENE COUNTY SCHOOL DISTRICT

• 10 school buses (5-year term)	\$810,000.00	
• Computers and networking (3-year term)	100,000.00	
• Floor buffers and auto scrubbers (3-year term)	45,000.00	
• Maintenance vehicles (4-year term)	<u>45,000.00</u>	
<i>Total equipment to be acquired by Greene County School District</i>		\$1,000,000.00

LONG BEACH SCHOOL DISTRICT

- Computer and technology equipment, security cameras,
band instruments and specialty chairs for its
music education programs \$822,729.00

*Total equipment to be acquired by
Long Beach School District
(3-year term)*

\$822,729.00

TOTAL EQUIPMENT COSTS FINANCED FOR SERIES 2015A

\$3,657,729.00



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