

PUBLIC PROCUREMENT REVIEW BOARD

SPECIAL MEETING

THURSDAY, MARCH 31, 2016

A special meeting of the Public Procurement Review Board (PPRB) was held at 3:30 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. Mike Cook, Director of the Office of Purchasing and Travel, DFA
Ms. Regina Irvin, Staff Officer for the Office of Purchasing, Travel and Fleet Management, DFA
Ms. Aubrey Leigh Goodwin, Special Assistant Attorney General, DFA
Ms. Melody Coulson, PPRB Recorder, DFA

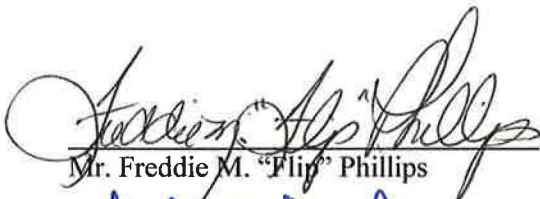
The Chairman called the meeting to order and commenced the meeting with prayer.

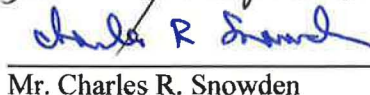
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT (OPTFM)

Ms. Irvin presented the following:

1. Mississippi Department of Wildlife, Fisheries and Parks (MDWFP) requested retroactive approval to deviate from Section 4.104.01 "Brand Name Specification Use" of the Procurement Manual. MDWFP requested one brand name in an equipment bid (Honda) without receiving prior approval from the Chief Procurement Officer, as required. If the Board approves the deviation, MDWFP requests approval of the resulting contract with Got Gear, LLC from 3/31/2016 – 3/31/2017, in the amount of \$218,092.00, for 28 - 2016 4 Stroke-Single Cylinder ATVs for use by the Law Enforcement Bureau. In support of its request, MDWFP provided adequate justification for the use of the referenced brand in accordance with the above-referenced regulation. Mr. Phillips made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency. 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. UPCHURCH
EXECUTIVE DIRECTOR

NOTICE

A Special Meeting of the

PUBLIC PROCUREMENT REVIEW BOARD

will be held Thursday, March 31, 2016, 10:00 a.m. in the
13th floor Conference Room
Woolfolk State Office Building

Agenda: Approval to requisition remaining Emergency Capitol Expense Funds for DWFP and Miscellaneous

AGENDA

PUBLIC PROCUREMENT REVIEW BOARD

Special Meeting

3:30 p.m.

THURSDAY, MARCH 31, 2016

I. OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT

Ms. Regina Irvin, Staff Officer for the Office of Purchasing, Travel and Fleet Management, presents the following:

- 1 contract for the Mississippi Department of Wildlife, Fisheries and Parks (MDWFP)

II. NEXT MEETING DATE

Regular Meeting, Wednesday, April 06, 2016

**OFFICE OF PURCHASING AND TRAVEL
PUBLIC PROCUREMENT REVIEW BOARD
SPECIAL MEETING AGENDA
March 31, 2016**

- 1. REQUESTING AGENCY:** Mississippi Department of Wildlife, Fisheries and Parks, (MDWFP)
SUPPLIER: GOT Gear, LLC
MAGIC NUMBER: 8200024451
AMOUNT OF CONTRACT: \$218,092.00
TERM OF CONTRACT: 3/31/2016 – 3/31/2017
SCOPE OF CONTRACT: 2016 4 Stroke-Single Cylinder ATVs
PURCHASE METHOD: Competitive Bid
COMMENTS: Mississippi Department of Wildlife, Fisheries and Parks, (MDWFP) solicited bids for 2016 4 Stroke-Single Cylinder ATVs for use by the Law Enforcement Bureau.
COMPLIANCE WITH PROCEDURES (YES, NO): No, the agency is asking to deviate from Procurement Manual Regulation 4.104.01 “Brand Name Specification Use” due to requesting one brand name in their bid (Honda) without receiving prior approval from the Chief Procurement Officer, as required. If approved by the Board, the agency will be in compliance with procedures. (Please see attached letter from/requesting deviation from this regulation.)
ADDITIONAL COMMENTS IF NEEDED: Based on the information submitted by the Agency, we ask for the Board’s approval contingent upon the issuance of a purchase order or an award letter by the agency to approve this purchase.



**MISSISSIPPI
DEPARTMENT OF WILDLIFE, FISHERIES, AND PARKS**

**Sam Polles, Ph.D.
Executive Director**

March 24, 2016

Monica Ritchie, Chief Procurement Officer
Office of Purchasing, Travel and Fleet Management
Department of Finance and Administration
501 North West Street, Suite 701A
Jackson, Mississippi 39201

RE: Approval for Deviation from Section 4.101.01 of Mississippi Procurement Manual regarding Brand
Name Specification Guidelines

Dear Ms. Ritchie:

The Department of Wildlife, Fisheries, and Parks recently completed a competitive bid process for the purchase of ATVs for our Law Enforcement Bureau. Inadvertently the specifications for these ATVs were too specific in scope thus limiting the choice of manufacturers for the 2016 model to one, namely Honda, which your office pointed out to us. We did not specify Honda as we assumed multiple options still existed for these specifications as with earlier models. Thus we had no reason to seek prior approval. Having learned differently, we are requesting approval for deviation from Subsection 4.101.01 to continue with the procurement of these ATVs.

Included with this request is a justification from Lt. Byron Middleton as to *the nature of the product* and its particular yet *equal specifications* required for the work of our Law Enforcement personnel. We hope that you deem this a suitable procurement as per Subsection 4.104.01.2(2)(b)(iii) though also a deviation since approval was not sought in advance per reasons explained in the aforementioned paragraph.

Thank you for this consideration and for the guidance of your staff in assisting us with this process. In the future we will seek prior approval from OPTFM and the CPO before proceeding with such procurement types.

Sincerely,

Esther D. Young, Accounts Payable and Purchasing

Enclosure



Lt. Byron Middleton

Law Enforcement
1505 Eastover Drive
Jackson, MS 39211-6374
601-432-2185 office 601-432-2188 fax
bryonm@mdwfp.state.ms.us



The Dept of Wildlife has completed a bid process to acquire twenty eight 4 stroke single cylinder ATV's. The contract, which was awarded to Got Gear Motorsports, is currently pending DFA approval.

Our Law Enforcement Officers have tested, but most importantly have used various brands of all terrain vehicles with mixed results. Durability and safety is a must when supplying our Law Enforcement Officers with inventory that is used in the field. An ATV with a single cylinder four stroke engine and five speed automatic dual clutch transmission have proven to be the best ATV for our Conservation Officers needs. Currently, the Honda Foreman Rubicon is the only 450 to 500 CC, 4-stroke, single cylinder engine with a dual clutch transmission available.

The Conservation Officer is unique in that his or her job calls for them to go places where other law enforcement agencies are hindered. Historically, our agency ATV's that were not equipped with dual clutch transmissions have had mechanical issues long before the one's equipped with the dual clutch system. When these issues happen in the field, it puts our officers at risk or unable to complete their assigned duties. The dual clutch transmission is the only unit that gives you multiple options for shifting. It allows you to manually shift the unit while driving through mud, or towing a trailer, while still having a fully automatic option. The officer can manually shift the ATV to a lower gear to slow the unit down, putting less wear and tear on the brakes. The 475cc four stroke engine gives the operator sufficient power with a quieter ride from the four stroke engine.

ATV's with these particular features have provided our agency with the least amount of maintenance and repair. The Agency would like to continue to use this product within our Law Enforcement Bureau. As Stated these type of ATV's are currently being used by many of our officers and has proven to withstand the wear and tear over an extended period of time.

Sincerely,

Lt. Byron Middleton
Law Enforcement Administration