



MEETING MINUTES

Wednesday, March 4, 2020

Location:

E.T. Woolfolk State Office Building
501 North West Street, Room 145
Jackson, Mississippi

Board Members Present:

Jeffery Belk, Chair
Billy Morehead, Vice-Chair
Norman McLeod
Rita Wray (*entered during the discussion of Item IV.B.2*)
Liz Welch, Department of Finance and Administration

Absent:

Leila Malatesta

Staff:

Romaine Richards, Assistant Attorney General
Edward Wiggins, Special Assistant Attorney General
Aubrey Leigh Goodwin
Catoria Martin
Glenn Kornbrek
Ross Campbell
Kent Adams
Calvin Sibley
Liz DeRouen
Clay Chastain
Alicia Coleman
Tenetra Walton
Shandra Thompson
Victoria James
Ashley Harrell
Angela Cooper
Easter Haimur
Destiny Turner
Mike Cook
Billy Beard
Regina Irvin
Cathy Brown
Chris Statham
Sharee Deason
LaShun Smith

Guests:

Steve Tucker

Harris VanBuskirk, Mississippi Department of Transportation

Jim Davis, Mississippi Department of Transportation

Nick Walters, Mississippi Department of Transportation

Judy Miller, Mississippi Department of Finance and Administration

Monique Corley, Mississippi Department of Education

Joyce Greer, Mississippi Department of Education

Cole Washington, Mississippi Department of Education

Heather Deaton, Mississippi Public Broadcasting

Tony Moore, Mississippi Public Broadcasting

Joe Goff, Mississippi Public Broadcasting

Amanda Matson, Mississippi State Hospital

H.L. Lockhart, Mississippi State Hospital

Danny Lynch, Mississippi Department of Employment Services

Bryan Wardlaw, Mississippi Department of Human Services

Wendy Wilson, Mississippi Department of Human Services

Matthew Dry, PEER

Brittney Thompson, Mississippi Department of Medicaid

Saranne Smith, Mississippi Department of Medicaid

Marilyn Watkins, Mississippi Department of Wildlife, Fisheries and Parks

Toni Johnson, Mississippi Department of Mental Health

Keshia Sanders, Mississippi Schools for the Blind and Deaf

Dr. Leigh Warren, Mississippi Schools for the Blind and Deaf

Noah Gibson, Mississippi Department of Child Protection Services

Chandler Turner, Mississippi Department of Child Protection Services

Millie Rodabaugh, Hinds County, Copiah County, Sunflower County, and Stone County School Districts; Greenville School District; Jackson Hinds Library System; and North Tippah School District (*via teleconference*)

Pat McLeod, Desoto County (*via teleconference*)

Tami Dangerfield, Pike County (*via teleconference*)

Mike Fortenberry, Oxford School District (*via teleconference*)

Ross Randall, Lamar County School District (*via teleconference*)

Kelly Craft, Covington County School District (*via teleconference*)

Alan Pearson, Monroe County School District, Newton Municipal School District, Union Public School District, Nesbit School District (*via teleconference*)

Chris Hill, Forrest County School District (*via teleconference*)

Tommie Morgan, Chickasaw County (*via teleconference*)

Jason Price, Scott County (*via teleconference*)

Trey Smith, Mississippi Department of Corrections (*via teleconference*)

Rick Kinnard, Mississippi Department of Marine Resources (*via teleconference*)

I. Call to Order

The meeting was called to order by Chair Jeffrey Belk.

II. Approval of Minutes from February 5, 2020 Public Procurement Review Board Meeting

Action: Mr. Morehead made a motion to approve the Minutes from the February 5, 2020 PPRB meeting as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

III. Approval of per diem and expenses for the March 4, 2020 meeting and for any additional expenses incurred prior to the April 1, 2020 meeting

Action: A motion was made by Mr. Morehead to approve per diem and expenses for the March 4, 2020 meeting and for any additional expenses incurred prior to the April 1, 2020 meeting. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

IV. DFA Office of Purchasing, Travel and Fleet Management (OPTFM)

A. Petitions for Relief from Reverse Auction

1. Governing Authorities

Item IV.A.1.i was withdrawn by the Jackson County School District and not presented to the Board.

i. Requesting Governing Authority: Jackson County School District

Supplier: Unknown

Term: 7/1/2020 through 6/30/2021

Commodities: E-Rate Category 2 Project

Total Value: \$400,000.00 estimated

Summary of Request: Jackson County School District has requested an exemption from using the reverse auction process for the purchase of an E-Rate Category 2 project. E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). They are requesting an exemption because of the overall complexity of the project, which will include commodities and services. Vendors may make a primary bid and are able to send in an alternate equivalent bid. Vendors can bid on one or more items of the project or they may bid on the complete project. Because of the complexity of these projects, the District feels other evaluation factors may need to be considered, other than cost. The District feels that competitive sealed bidding should be utilized to procure the project.

ii. Requesting Governing Authority: Desoto County

Supplier: Unknown

Term: 3/4/2020 through 3/4/2025

Commodities: Drug Testing Equipment, Software and Supplies

Total Value: \$275,000.00 estimated

Summary of Request: Desoto County has requested an exemption from using reverse auction process for the purchase of drug testing equipment and supplies. They are requesting an exemption because the procurement will consist of commodities and testing and software support services necessary to implement a new system for juvenile drug court mandated testing. The County feels that competitive sealed bidding process should be utilized to procure the items.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

Items IV.A.1.iii through IV.A.1.vi were presented together and voted together.

iii. Requesting Governing Authority: Pike County

Supplier: Unknown

Term: 12 months

Commodities: Pipe

Total Value: \$133,000.00 estimated

Summary of Request: Pike County has requested an exemption from using the reverse auction process for the purchase of pipe. They are requesting an exemption because the County wishes to award to multiple vendors. The County feels that the competitive sealed bidding process should be utilized to procure the item.

iv. Requesting Governing Authority: Pike County

Supplier: Unknown

Term: 12 months

Commodities: Clay aggregate

Total Value: \$78,000.00 estimated

Summary of Request: Pike County has requested an exemption from using the reverse auction process for the purchase of clay aggregate. They are requesting an exemption because they have only received one bid in the past several years as only one vendor services their area. Last year they conducted a reverse auction and the only vendor that responds to their yearly solicitation refused to participate. The County feels that the competitive sealed bidding process should be utilized to procure the item.

v. Requesting Governing Authority: Pike County

Supplier: Unknown

Term: 12 months

Commodities: Asphalt

Total Value: \$650,000.00 estimated

Summary of Request: Pike County has requested an exemption from using the reverse auction process for the purchase of asphalt. They are requesting an exemption because the County wishes to award to multiple vendors. The County feels that the competitive sealed bidding process should be utilized to procure the item.

vi. Requesting Governing Authority: Pike County

Supplier: Unknown

Term: 12 months

Commodities: Signs

Total Value: \$25,000.00 estimated

Summary of Request: Pike County has requested an exemption from using the reverse auction process for the purchase of signs. They are requesting an exemption because the County wishes to award to multiple vendors. The County feels that the competitive sealed bidding process should be utilized to procure the item.

Staff Recommendation: These requests have been reviewed for compliance and have been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemptions and the use of competitive sealed bidding for the procurements.

Action: A motion was made by Mr. Morehead to approve the staff recommendations as presented on Items IV.A.1.iii through IV.A.1.vi. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

2. State Agencies

i. Requesting Agency: Mississippi Department of Transportation (MDOT)

Supplier: Unknown

Contract: RFx 3180001007

Term: One (1) Year (7/1/2020-6/30/2021)

Total Value: Estimated \$5,000,000.00

Summary of Request: MDOT has requested an exemption from using the reverse auction process for the purchase of hot and cold asphalt mix. Hot and cold mix asphalt are used by MDOT road maintenance crews at various locations throughout the State. The location of the work, type of asphalt mix needed, and plants producing at the time of work must be known to determine lowest cost. Additionally, since hot mix must be used within a short time period, only plants within a certain geographical range of the work location can be considered when determining lowest cost. For these reasons, MDOT needs all locations and all vendors to bid, even if their price is higher than another vendor because MDOT awards to all vendors and then makes a determination at the time of purchase. Since the commodity procurements are not awarded based on a single award to the lowest bid for the line item, it is not a good candidate for the reverse auction process. MDOT requests to utilize a competitive sealed bid procurement process to promote open competition. The bid will contain possibly two (2) twelve (12) month extensions.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

Action: A motion was made by Mr. McLeod to approve the staff recommendation as presented. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

ii. **Requesting Agency:** Mississippi Department of Transportation (MDOT)

Supplier: Unknown

Contract: RFx 3180001008

Term: One (1) Year (7/1/2020-6/30/2021)

Total Value: Estimated \$7,000,000.00

Summary of Request: MDOT has requested an exemption from using the reverse auction process for the purchase of crushed aggregates (limestone). Crushed aggregates are used by MDOT road maintenance crews at various locations throughout the State along with certified bituminous materials to chip seal and for shoulder repairs. Large aggregate (rip rap) is used for erosion control at drainage structures and bridge sites. Because of seasonal use, there can be availability issues since MDOT competes for product with cities, counties, and asphalt plants. Availability and location of work must be known to determine the lowest cost. Due to availability and location, MDOT needs to award to all vendors even if their price is higher than another vendor because availability and transportation cost at the time of the purchase is a factor. Since the commodity procurements are not awarded based on a single award to the lowest bid for the line item, this commodity is not a good candidate for the reverse auction process. MDOT requests to utilize a competitive sealed bid procurement process to promote open competition. They will to contain a possible two (2) twelve (12) month extensions.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

iii. **Requesting Agency:** Mississippi Department of Transportation (MDOT)

Supplier: Unknown

Contract: RFx 3180001009

Term: One (1) Year (7/1/2020-6/30/2021)

Total Value: Estimated \$500,000.00

Summary of Request: MDOT maintenance crews use various types of equipment throughout the State for maintenance and emergency activities. The rental of equipment allows MDOT to meet temporary and emergency equipment needs while eliminating the need to make large equipment purchases and incur the maintenance costs. In order to determine the lowest

cost, time of work, equipment required and equipment availability must be known. MDOT is requesting an exemption from reverse auction to allow for a multiple award to all vendors that meet specifications for equipment rental and determine the lowest cost at the time of rental.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

Action: A motion was made by Mr. McLeod to approve the staff recommendation as presented. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

B. Consideration of Governing Authority Contracts for Board Action

1. Requesting Governing Authority: Oxford School District

Supplier: Apple Inc.

Term: One time purchase

Total Value: \$1,417,400.00 (Modification \$1,303,400.00)

Summary of Request: Oxford School District was granted an exemption from reverse auction on November 6, 2019 and the award of the contract in the amount of \$1,417,400.00 was approved at the February 5, 2020 PPRB meeting. They are requesting to decrease the total amount of award due to Apple revising the quote to a lower amount. The District wishes to modify the awarded amount to Apple from \$1,417,400 to \$1,303,400.00.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this modification.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

2. Requesting Governing Authority: Hinds County School District

Supplier: Synergetics

Term: 7/1/2019 through 6/30/2024

Total Value: \$337,219.80 (Modification \$411,367.57)

Summary of Request: Hinds County School District wishes to modify their E-Rate contract that was originally approved in March 2019 in the amount of \$337,219.80. They are requesting to increase the total amount of the award to \$411,367.57 due to the District's receiving additional E-Rate funds which may expended on the project.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this modification.

Action: A motion was made by Mr. McLeod to approve the staff recommendation as presented. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

3. Requesting Governing Authority: Greenville School District

Supplier: Synergetics

Term: 7/1/2019 through 6/30/2024

Total Value: \$256,485.84 (Modification \$270,485.69)

Summary of Request: Greenville School District wishes to modify their E-Rate contract that was originally approved in May 2019 in the amount of \$256,485.84. They are requesting to increase the total amount of award to \$270,485.69 due to the District's receiving additional E-Rate funds which may be expended on the project.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this modification.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Ms. Wray and unanimously approved by all members present.

4. Requesting Governing Authority: Lamar County Schools

Supplier: Apple Inc.

Term: 3/4/2020 through 3/4/2023

Total Value: \$2,000,000.00

Summary of Request: Lamar County Schools was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of Apple products and received one (1) bid. The District wishes to award to Apple Inc.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Ms. Wray and unanimously approved by all members present.

Items IV.B.5 through IV.B.17 were presented together and voted together.

5. Requesting Governing Authority: Covington County School District

Supplier: S.H.O.T.S.

Term: 7/1/2020 through 6/30/2021

Total Value: \$115,574.77

Summary of Request: Covington County School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 Project and received three (3) bids. The District wishes to award to S.H.O.T.S.

- 6. Requesting Governing Authority:** Greenville Public Schools
Supplier: BCI
Term: 7/1/2020 through 6/30/2022
Total Value: \$1,400,000.00
Summary of Request: Greenville Public Schools was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received three (3) bids. The District wishes to award to BCI.
- 7. Requesting Governing Authority:** Jackson Hinds Library System
Supplier: Synergetics
Term: 7/1/2020 through 6/30/2022
Total Value: \$575,000.00
Summary of Request: Jackson Hinds Library System was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received three (3) bids. The Library wishes to award to Synergetics.
- 8. Requesting Governing Authority:** Monroe County School District
Supplier: S.H.O.T.S.
Term: 7/1/2020 through 6/30/2021
Total Value: \$117,135.90
Summary of Request: Monroe County School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to S.H.O.T.S.
- 9. Requesting Governing Authority:** Newton Municipal School District
Supplier: Synergetics
Term: 7/1/2020 through 6/30/2021
Total Value: \$46,555.31
Summary of Request: Newton Municipal School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Synergetics.
- 10. Requesting Governing Authority:** Grenada School District
Supplier: S.H.O.T.S.
Term: 7/1/2020 through 6/30/2021
Total Value: \$147,323.00
Summary of Request: Grenada School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to S.H.O.T.S.
- 11. Requesting Governing Authority:** North Tippah School District
Supplier: Howard Technologies Solutions

Term: 7/1/2020 through 6/30/2025

Total Value: \$325,000.00

Summary of Request: North Tippah School District was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Howard Technologies Solutions.

12. Requesting Governing Authority: Union Public School District

Supplier: S.H.O.T.S.

Term: 7/1/2020 through 6/30/2021

Total Value: \$55,464.99

Summary of Request: Union Public School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to S.H.O.T.S.

13. Requesting Governing Authority: Copiah County School District

Supplier: Synergetics

Term: 7/1/2020 through 6/30/2022

Total Value: \$90,605.67

Summary of Request: Copiah County School District was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Synergetics.

14. Requesting Governing Authority: Stone County School District

Supplier: Synergetics

Term: 7/1/2020 through 6/30/2025

Total Value: \$645,000.00

Summary of Request: Stone County School District was granted an exemption from reverse auction on November 6, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Synergetics.

15. Requesting Governing Authority: Sunflower County School District

Supplier: Synergetics

Term: 7/1/2020 through 6/30/2022

Total Value: \$775,000.00

Summary of Request: Sunflower County School District was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Synergetics.

16. Requesting Governing Authority: Forrest County School District

Supplier: Synergetics

Term: 7/1/2020 through 6/30/2025

Total Value: \$61,855.75

Summary of Request: Forrest County School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Synergetics.

17. Requesting Governing Authority: Neshoba County School District

Supplier: S.H.O.T.S.

Term: 7/1/2020 through 6/30/2021

Total Value: \$247,941.79

Summary of Request: Neshoba County School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received one (1) bid. The District wishes to award to S.H.O.T.S.

Staff Recommendation: These requests have been reviewed for compliance and have been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve these contracts.

Action: A motion was made by Mr. Morehead to approve the staff recommendations as presented on Items IV.B.5 through IV.B.17. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

Item IV.B.18 through IV.B.21 were presented together and voted together.

18. Requesting Governing Authority: Chickasaw County

Supplier: Blue Water Inc., Vulcan, APAC

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Chickasaw County was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of crushed stone and received three (3) bids. The County wishes to award to Blue Water Inc. as primary and Vulcan and APAC as alternates.

19. Requesting Governing Authority: Chickasaw County

Supplier: G & O Supply Co. Inc., Coburn's Supply Co.

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Chickasaw County was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of culverts and received two (2) bids. The County wishes to award to G & O Supply as primary and Coburn's as alternate.

20. Requesting Governing Authority: Chickasaw County

Supplier: Blue Water Inc., Vulcan

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Chickasaw County was granted an exemption from reverse auction on

December 4, 2019. They advertised for competitive sealed bids for the purchase of rip/rap and received two (2) bids. The County wishes to award to Blue Water Inc. as primary and Vulcan as alternate.

21. Requesting Governing Authority: Chickasaw County

Supplier: Ergon Inc.

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Chickasaw County was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of liquid asphalt and received one (1) bid. The County wishes to award to Ergon Inc.

Staff Recommendation: These requests have been reviewed for compliance and have been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve these contracts.

Action: A motion was made by Mr. McLeod to approve the staff recommendations as presented on Items IV.B.18 through IV.B.21. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

Item IV.B.22 and IV.B.23 were presented together and voted together.

22. Requesting Governing Authority: Scott County

Supplier: Hunts Southland, Ergon, Blackledge, W.E. Blain and Sons, Dickerson and Bowen, Cold Mix, Inc., Custom Paving, Donaldson Construction, Inc.

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Scott County was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of liquid asphalt, asphalt and asphalt laydown. For liquid asphalt, they wish to award to Hunts Southland as primary and Ergon and Blackledge as alternates. For hot mix asphalt, they wish to award to W.E. Blain and Sons as primary with Dickerson and Bowen as alternate. For cold mix asphalt, they wish to award to Cold Mix Inc. For asphalt laydown, they wish to award to Custom Paving as primary and Donaldson Construction Inc. and W.E. Blain and Sons as alternates.

23. Requesting Governing Authority: Scott County

Supplier: John E. Smith, Vulcan, Hammett Gravel

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Scott County was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of gravel and rip/rap. For the gravel, they wish to award to Hammett Gravel. For the rip/rap, they wish to award to John E. Smith as primary and Vulcan as alternate.

Staff Recommendation: These requests have been reviewed for compliance and have been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve these contracts.

Action: A motion was made by Mr. Morehead to approve the staff recommendations as presented on Items IV.B.22 and IV.B.23. The motion was seconded by Ms. Wray and unanimously approved by all members present.

C. Consideration of State Agency Contracts for Board Action

1. Requesting Agency: Mississippi Department of Transportation (MDOT)

Supplier: Ergon, Blacklidge Emulsions

Contract #: 8900001058, 8900001059

Term: 7/1/2019-6/30/2021

Total Value: \$2,000,000.00, \$75,000.00

Summary of Request: At the 3/6/2019 PPRB meeting MDOT requested and was approved for an exemption from using the reverse auction process for the purchase of certified bituminous materials (liquid asphalt). The contracts were approved by the PPRB on 5/1/2019. MDOT solicited bids with two (2) responses and received no protests. MDOT awarded to both bidders as each met the specifications. MDOT is requesting approval for the first of two (2) possible twelve (12) month extensions.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of these contract extensions.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Ms. Wray and unanimously approved by all members present.

2. Requesting Agency: Mississippi Department of Agriculture and Commerce (MDAC)

Supplier: Signature Offset, LLC

Contract #: 8200050031

Term: Four (4) years (3/15/2020-3/14/2024) with the option to extend one (1) additional year at the same terms and conditions of the original contract.

Total Value: \$500,000.00

Summary of Request: MDAC has submitted a request for authority to enter into a contract with Signature Offset, LLC, for the printing, typesetting, and presort mailing of the bi-monthly Mississippi Market Bulletin publication. This request was presented to and approved by the PPRB as an exemption from the reverse auction process on 11/6/2019. Two (2) responses were received and MDAC selected Signature Offset, LLC, the lowest and best bidder in accordance with applicable laws and regulations. MDAC is requesting approval of the contract.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the contract.

Action: A motion was made by Ms. Wray to approve the staff recommendation as presented. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

D. OPTFM Staff Approvals reported to the Board

OPTFM Staff Approvals are attached to these Minutes as **Attachment A**.

E. OPTFM Sole Source Purchases

OPTFM Sole Source Approvals are attached to these Minutes as **Attachment B**.

F. OPTFM Emergency Purchases

OPTFM Emergency Purchase Approvals are attached to these Minutes as **Attachment C**.

G. OPTFM Director's Report

In the OPTFM Director's Report, Mr. Campbell discussed recent legislation considered by the committees, among other events including:

- OPTFM Legislation: HB 407, HB 460, HB 848, HB 904, SB 2215, SB 2329, and SB 2590
 - Only HB 407 and SB 2215 remain alive and both deal with reverse auction.
 - HB 407 takes governing authorities out from under PPRB purview.
 - SB 2215 exempts term bid contracts as defined in Miss. Code Ann. §31-7-13 from PPRB purview; however, those exempt must submit monthly reports to the PPRB and the State Auditor's Office detailing terms of those contracts and the vendors awarded. This bill also reiterates the fact that in state contracts EPL's can still be used.
- Mr. Campbell announced the upcoming Certified Mississippi Purchasing Agent (CMPA) training will be held March 16-18 in Woolfolk Conference Room 145.
- The 2020 Purchasing Month Celebration will be March 25. The Mississippi Association of Governmental Purchasing and Property Agent (MAGPPA) members will meet at the State Capitol Building with State Auditor Shad White scheduled to speak.
- The 2020 National Association of State Procurement Officials (NASPO) Exchange Conference will be held March 24-26 in Nashville, Tennessee.

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

A. Consideration of BOB Construction Award

Mr. McLeod recused himself from the presentation of Item V.A.1.

1. Using Agency: Northwest Mississippi Community College

Number: GS# 213-054

Project Title: New Student Housing

General Contractor: Murphy & Sons, Inc. (Southaven, Mississippi)

Construction Days from Notice to Proceed [Term]: 420 days

Total Value at Award: \$10,523,500.00

Project Scope: Planning and construction of a 48,000 square foot student housing complex with apartment-style structures, a lounge, a central office and support facilities. This design will include all applicable Codes, including mechanical, electrical, plumbing, life safety systems, and comply with ADA requirements. It will also include the procurement of necessary furniture and equipment. Upon completion of this construction, two existing 1970's era units will be demolished.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval, contingent upon executed contracts.

Action: A motion was made by Ms. Wray to approve the staff recommendation as presented. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

B. Consideration of BOB Contracts for Project Professionals

NOTE: Standard Operating Procedures established by the BOB in April 2004, require PPRB approval of fees in excess of \$250,000.00. The following Professionals were selected by interview by the Using Agency and Bureau of Building, et al, procedures. (Fees may or may not be anticipated to be beyond \$250,000.00; however, the Bureau of Building, et al, has established an interoffice procedure to bring RFP/RFQ selections to PPRB for approval or ratification.)

- 1. Using Agency:** Alcorn State University
Number: GS# 101-320
Title: Preplan Campus ADA Improvements
Location: Lorman, Mississippi
Preplanning Budget: \$250,000.00
Funding Sources: Senate Bill 3065 Laws of 2019
Professional Fee: C+ (estimated fees \$690,000.00)
Professional: Canizaro Cawthon Davis, A Professional Association, Jackson, Mississippi)

Scope: Preplanning through the Design Development Phase for campus-wide upgrades/repairs to comply with the Americans Disabilities Act. Scope will include signage, elevator installations, interior modifications, bathroom alterations, entrance/exit enlargements, travel route improvements, ramps installations, parking lot modifications and technology enhancements to better accommodate students and staff with disabilities.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Ms. Wray and unanimously approved by all members present.

2. **Using Agency:** Delta State University
Number: GS# 102-271
Title: Preplan Nursing School Expansion/Renovation
Location: Cleveland, Mississippi
Preplanning Budget: \$125,000.00
Funding Sources: Senate Bill 3065 Laws of 2019
Professional Fee: C+ (estimated fees \$360,503.18)
Professional: Eley Guild Hardy Architects, PA (Biloxi, Mississippi)
Scope: Preplanning through the Design Development Phase for the expansion and renovation of the Robert E. Smith School of Nursing Building. This 14,000 square foot structure has not seen any significant improvements over its 33-year life span. The project scope will consist of adding 10,000 square feet of space, in addition to performing general interior renovations, to accommodate 60-100 additional nursing students. This effort will provide new classrooms, meeting spaces, offices, bathrooms, support spaces, a health and wellness center and a student lounge. ADA, mechanical, electrical, plumbing and life safety systems improvements will also be addressed as part of this endeavor.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

Action: A motion was made by Ms. Wray to approve the staff recommendation as presented. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

3. **Using Agency:** Mississippi University for Women
Number: GS# 104-196
Title: Preplan MSMS Dorm Renovations
Location: Columbus, Mississippi
Preplanning Budget: \$250,000.00
Funding Sources: House Bill 1649 Laws of 2018
Professional Fee: C+ (estimated fees \$690,000.00)
Professional: ArchitectureSouth, P.A., (Tupelo, Mississippi)
Scope: Preplanning through the Design Development Phase of comprehensive renovations to the Goen and Frazer dormitories housing students of the Mississippi School for Math and Science on the MUW main campus. These 5-story, 46,437 square foot buildings, constructed in the mid-sixties, have not seen any significant improvements in over fifty years. Both residence facilities contain suite-style rooms, computer labs, common areas, support spaces

and laundry facilities. The scope of this endeavor will include restoration as well as some reconfiguration of interior upgrades, ADA access improvements, asbestos abatement and major renovations of the mechanical, electrical, plumbing and life safety systems.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

4. **Using Agency:** Mississippi Valley State University
Number: GS# 106-269
Title: Preplan Student Union Expansion and Renovation
Location: Itta Bena, Mississippi
Preplanning Budget: \$375,000.00
Funding Sources: Senate Bill 3065 Laws of 2019
Professional Fee: C+ (estimated fees \$1,009,602.55)
Professional: McCarty Architects Professional Association (Tupelo, Mississippi)
Scope: Preplanning through the Design Development Phase for the expansion and comprehensive renovations to the Jacob Aaron Student Union, including the Delta Sands Motel wing, on the MVSU main campus. This two-story, 51,120 square foot structure, constructed in 1960, has not seen any significant improvements in over 50-plus years. The facility currently contains common areas, game rooms, retail stores, support spaces and a laundry. The scope of this endeavor will include new construction, envelope repairs/modifications, general renovations and some reconfiguration of the interior to tie multiple components into one comprehensive student union complex that will support the needs of the student body. ADA, mechanical, electrical, plumbing and life safety systems improvements will also need to be addressed as part of this endeavor. Due to potential Mississippi Landmark eligibility, coordination with the Mississippi Department of Archives and History will be required. A pre-qualification process may also be used to assist in the selection of general contractors and major subcontractors experienced in historic preservation projects.
Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

C. BOB Staff Approvals Reported to the Board

BOB Staff Approvals are attached to these Minutes as **Attachment D**.

D. DFA Deputy Executive Director's Report

Mr. Kornbrek reported on Pending Legislation – HB 90, SB 2103

- SB 2103, a bill to expand the boundaries of the Capitol Complex Improvement District (CCID) to include Battlefield Park, did not make it out of committee and died.
- HB 90 had a companion bill, SB 2775, both had measures that would allow DFA to transfer up to \$1,000,000.00 of bond money to each community college without any oversight. SB 2775 died, but HB 90 is still alive.

E. RPM New Leases

1. Requesting Agency: Mississippi Department of Corrections

Lease #: 170-531-23A

Lessor: Jimmy Brown

Term: 04-01-2020 thru 03-31-2023

Total Yearly Cost: \$31,968.00

Cost PSF: 10.50 + Utilities & Janitorial

Previous Cost PSF: N/A

Total Space per Occupant: 234 sq. ft.

Federal Funds: 0%

Square Footage Proposed: 3,045 sq. ft.

Address of Property: 110-112 North Lafayette Street, Starkville, MS.

Purpose of Lease: This location will be the Parole and Probation office for Oktibbeha County.

Note: The Agency advertised and received two responses. The lower response of the two was selected. This is a three (3) year lease with no renewals. No objections to the bid were received.

Staff Recommendations: This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease with the *amended addition of the Square Footage Proposed: 3,045 sq. ft.*

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented with the noted addition of the *Square Footage Proposed: 3,045 sq. ft.* The motion was seconded by Mr. McLeod and unanimously approved by all members present.

F. RPM Succeeding Leases

1. Requesting Agency: Mississippi Department of Employment Security

Lease #: 260-551-23A

Lessor: Trebig Wildwood, LLC

Term: 04-01-2020 thru 03-31-2023

Total Yearly Cost: \$100,104.00

Cost PSF: \$14.30 + Utilities & Janitorial

Previous Cost PSF: \$14.30 + Utilities & Janitorial

Total Space per Occupant: 700

Federal Funds: 100%

Square Footage Proposed: 7,000 sq. ft.

Previous Square Footage: 7,000 sq. ft.

Address of Property: 2005 Wildwood Road, Picayune, MS.

Purpose of Lease: This location will be the Picayune WIN Job Center. The Picayune WIN Job Center allows job seekers the opportunity to use the computer lab for job searches, resume submissions, and other job related search needs. This office also partners with Pearl River Community College and houses a full-time Adult Basic Education instructor that conducts classes at the WIN Job Center facility. Approximately 900-1000 job seekers are seen at the center every month.

Note: This is a three (3) year lease with no renewals. MDES asks for a waiver on the Space Efficiency Allowance due to fact that the original lease was signed prior to the policy taking effect.

Staff Recommendations: This request has been reviewed for compliance by DFA staff, and upon the granting of the waiver for the Space Efficiency Allowance, MDES will have complied with all rules, regulations and legal requirements. RPM recommends the approval of this lease.

Action: A motion was made by Mr. McLeod to approve the staff recommendation as presented. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

2. Requesting Agency: Mississippi Department of Corrections

Lease #: 170-461-23A

Lessor: Anderson Engineering

Term: .04-01-2020 thru 03-31-2023

Total Yearly Cost: \$15,183.00

Cost PSF: \$7.00 + Utilities & Janitorial

Previous Cost PSF: \$7.00 + Utilities & Janitorial

Total Space per Occupant: 241sq. ft.

Federal Funds: 0%

Square Footage Proposed: 2,169 sq. ft.

Previous Square Footage: 2,169 sq. ft.

Address of Property: 346 Second Street, Columbia, MS.

Purpose of Lease: This location will be the Probation & Parole office for Marion County.

Note: This is a three (3) year lease with no renewals.

Staff Recommendations: This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease.

Action: A motion was made by Ms. Wray to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

3. Requesting Agency: Mississippi Department of Corrections

Lease #: 170-251-25C

Lessor: Hunter Slay

Term: 04-01-2020 thru 03-31-2025

Total Yearly Cost: \$38,280.00

Cost PSF: \$3.48 + Utilities & Janitorial

Previous Cost PSF: \$3.48 + Utilities & Janitorial

Total Space per Occupant: N/A

Federal Funds: 0%

Square Footage Proposed: 11,000 sq. ft.

Previous Square Footage: 11,000 sq. ft.

Address of Property: 429 South Gallatin Street, Jackson, MS

Purpose of Lease: This location serves as the Hinds Restitution Center, a community based correctional facility for 75 male offenders sentenced there as a condition of probation as an alternative to incarceration.

Note: This is a five (5) year lease with no renewals.

Staff Recommendations: This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

G. RPM Amended Leases

1. Requesting Agency: Mississippi State Personnel Board

Lease #: 650-251-26A

Lessor: Hertz Jackson One, LLC.

Term: 06-01-2021 thru 06-30-2026

Total Yearly Cost: \$286,227.96

Cost PSF: \$13.04 Inclusive

Previous Cost PSF: \$13.04 Inclusive

Total Space per Occupant: 562

Federal Funds: 0%

Square Footage Proposed: 21,950

Previous Square Footage: 21,950

Address of Property: 210 E. Capitol Street, Jackson, MS.

Purpose of Lease: The Mississippi State Personnel Board is the central personnel agency for state government. MSPB is responsible for human capital and workforce management for state agencies, boards and commissions. MSPB is also responsible for providing state agencies with the proper training for employees to ensure a quality workforce. MSPB utilizes two classrooms. One classroom also serves as a boardroom for monthly meetings. The classrooms are utilized between 18-20 days per month. The current location allows MSPB to be in the downtown capitol complex area and facilitates MSPB in fulfilling our mission at a competitive rate.

Note: This is a five (5) year lease with no renewals. MSPB asks for a waiver on the Space Efficiency Allowance due to fact that the original lease was signed prior to the policy taking effect. MSPB also asks for a waiver on section 200.5 of the State Leasing Manual that restricts leases from being renewed more than 12 months prior to the current lease expiration date.

Amendments to the original lease are as follows:

1. Extend lease through June 30, 2026.
2. Lessor will replace all carpet in Suite 800 on the 8th floor.
3. Floor plan changes as shown in Exhibit A (attached).
4. The parties acknowledge that Section 3 of the original lease has previously been revised to 21,950 rentable square feet.

Staff Recommendations: This request has been reviewed for compliance by DFA staff, and upon the granting of the waiver for the Space Efficiency Allowance and section 200.5 of the State Leasing Manual, MSPB will have complied with all rules, regulations and legal requirements. RPM recommends the approval of this lease.

Action: A motion was made by McLeod to approve the staff recommendation as presented. The motion was seconded by Ms. Wray and unanimously approved by all members present.

H. Parchman Farmland Assignments

1. Consider a request from Mississippi Department of Corrections to assign/sub-lease approximately 227 acres of tract 5 (fields 4,5,6,7,8,9) located in the Mississippi State Penitentiary Farmland in Sunflower County, Mississippi, from William E. Livingston to Joshua Chandler, for the 2020 crop year per paragraph 18 of the original lease regarding assignments. All terms and conditions, including the yearly rental amounts per acre will remain the same as in the original lease between the Lessee and the State of Mississippi. The Lessee and Assignee will both be responsible for the tract(s) until expiration of the lease term which is January 14th, 2021. Should the PPRB decide not to approve the Assignment/Sub-Lease, the Lessee will retain the tract(s) completely. The total yearly amount of the assigned lease is \$14,755.73.

Staff Recommendations: This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease assignment.

Action: A motion was made by Ms. Wray to approve the staff recommendation as presented. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

2. Consider a request from Mississippi Department of Corrections to assign/sub-lease approximately 692.07 acres of tracts 16 & 18 located in the Mississippi State Penitentiary Farmland in Sunflower County, Mississippi, from Orlando Simon & Marcus Johnson to O & M Farms, for the 2020 crop year per paragraph 18 of the original lease regarding assignments. All

terms and conditions, including the yearly rental amounts per acre will remain the same as in the original lease between the Lessee(s) and the State of Mississippi. The Lessee(s) and Assignee will both be responsible for the tract(s) until expiration of the lease term which is January 14th, 2021. Should the PPRB decide not to approve the Assignment/Sub-Lease, the Lessee(s) will retain the tract(s) completely. The total yearly amount of the assigned leases is \$49,412.10.

Staff Recommendations: This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease assignment

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

I. RPM Director's Report

Mr. Adams discussed leasable farmland that is defined by Parchman Agricultural Enterprises (PAE) at the time of bid preparation. He stated acreage amounts can and has changed over the years depending on security needs and the in-house farming goals of PAE.

Mr. Adams reported the following statistics:

- Total 2020 contracted farmland as of 3/4/2020: 8,434.68 acres
- 2020 growing season anticipated total revenue: \$745,244.05
- New 2020 average revenue per acre: \$88.35

A recess was taken at 10:05 a.m. The Board reconvened at 10:15 a.m.

VI. DFA Office of Personal Service Contract Review (OPSCR)

A. Petitions for Relief from Competitive Sealed Bidding

1. **Requesting Agency:** Mississippi Department of Marine Resources

RFx Number: 3180001016

Procurement Request: Request for Proposals

Anticipated Term: Two (2) years with no renewals

Anticipated Contract Amount: \$150,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. § 31-7-403(4) for the competitive procurement of a vendor to treat non-native, invasive vegetation on 152 acres of property within the National Estuarine Research Reserve (NERR). The vendor will provide treatment when environmental conditions and target species phenology are most favorable to ensure elimination or control of designated non-native invasive vegetation. The Agency contends the use of an IFB is neither practicable nor advantageous as the service requires skilled technicians with expertise in controlling invasive species throughout coastal

wetlands. Invasive mapping conducted in 2019 identified harmful invasive species. Continued control methods are necessary to keep these harmful invasive species from spreading. The respondents will be evaluated based on technical, cost, management and price factors. The technical factors will be weighted at thirty (30) points or 30%, cost factors will be weighted at ten (10) points or 10%, management factors will be weighted at twenty-five (25) points or 25%, and price will be weighted at thirty-five (35) points or 35%.

Staff Recommendation: Granting of the Agency's Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. § 31-7-403(4), approval of the Agency's request to use a Request for Proposals as the procurement method to select one vendor to treat non-native, invasive vegetation within the NERR.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Ms. Wray and unanimously approved by all members present.

2. **Requesting Agency:** Mississippi Department of Education

RFx Number: 3180001005

Procurement Request: Request for Proposals

Anticipated Term: One (1) year with four (4) optional one-year renewals

Anticipated Contract Amount: \$1,000,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. § 31-7-403(4) for the competitive procurement of one vendor to provide food services for students, faculty, and staff of the Mississippi Schools for the Blind and Deaf (MSBD). The Agency contends the use of an IFB is neither practicable nor advantageous because the scope of work requires unique expertise in providing nutrition to students with gluten sensitivity and/or other food allergies. MSBD does not have knowledgeable staff to handle these services. The respondents will be evaluated based on technical, management, and cost factors. The technical factors will be weighted at thirty (30) points or 30%, management factors will be weighted at thirty (30) points or 30%, and price will be weighted at forty (40) points or 40%.

Staff Recommendation: Granting of the Agency's Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. § 31-7-403(4) and approval of the Agency's request to use a Request for Proposals as the procurement method to select one vendor to provide food services for MSBD.

Action: A motion was made by Ms. Wray to approve the staff recommendation as presented. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

3. **Requesting Agency:** DMH – Mississippi State Hospital

RFx Number: 3180001018

Procurement Request: Request for Proposals

Anticipated Term: Four (4) years with one (1) optional one-year renewal

Anticipated Contract Amount: \$14,500,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. §31-7-403(4) for the competitive procurement of one vendor to provide Food Service Management. The Agency contends the use of an IFB is neither practicable nor advantageous, as the service requires knowledge in institutional food preparation, food management, and knowledge of food service regulations/standards to include MS Department of Health Minimum Standards for Psychiatric Hospitals, MS Department of Health Minimum Standards for institutions for the aged or infirm, Center for Medicare & Medicaid Services, Mississippi Academy of Nutrition and Dietetics, Food and Nutrition Board of the National Research Council of the National Academy of Science, and the Joint Commission Dietary Standards 2020 to ensure production of high quality meals for Mississippi State Hospital patients and staff. The respondents will be evaluated based on technical, cost and management factors. Technical factors will be weighted at ten percent (10%) or 10 points, cost factors will be weighted at thirty-seven and one half percent (37.5%) or 37.5 points (which includes an individual weight of thirty-five percent (35%) or 35 points for price), and management factors will be weighted at a combined fifty-two and one half percent (52.5%) or 52.5 points.

Staff Recommendation: Granting of the Agency's Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. §31-7-403(4) and approval of the agency's request to use a Request for Proposals as the procurement method to select a vendor to provide high quality meals for Mississippi State Hospital patients and staff.

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Ms. Wray and unanimously approved by all members present.

Items VI.A.4 through VI.A.7 were presented together and voted together.

4. Requesting Agency: Mississippi Department of Child Protection Services

RFx Number: 3180001030

Procurement Request: Request for Qualifications

Anticipated Term: Four (4) years with one (1) optional one-year renewal

Anticipated Contract Amount: \$10,000,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. § 31-7-403(4) for the competitive procurement of comprehensive residential Group Home services for children and youth in MDCPS custody ages ten to twenty years. The purpose of the Group Home is to provide an environment and services that will help children and their families develop the necessary skills to support lasting permanency, including but not limited to, ensuring the youth have access to health care services, develop age appropriate independent living skills, and secure meaningful employment and a steady source of income. The goal for the children and youth in group home care is lasting permanency through reunification, relative care, adoption, and guardianship. The Agency contends that the room and board rates are set by the MDCPS Finance Department and are dictated by the 2nd Modified Mississippi Settlement Agreement and Reform Plan. As such the Agency is soliciting qualifications to

provide the services at the rates set by MDCPS. Based on the number of current contracts for Group Homes, the Agency anticipates multiple contracts will be issued as a result of this RFQ. The respondents will be evaluated based on technical, cost and management factors. The technical factors will be weighted at (29%) or 29 points, management factors will be weighted at (35%) or 35 points, and cost factors will be weighted at (36%) or 36 points.

5. Requesting Agency: Mississippi Department of Child Protection Services

RFx Number: 3180001022

Procurement Request: Request for Qualifications

Anticipated Term: Four (4) years with one (1) optional one-year renewal

Anticipated Contract Amount: \$11,000,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. §31-7-403(4) for the competitive procurement of Emergency Shelter residential services as a short-term interim placement resource in a 45 day maximum period in accordance with the “2nd Modified Mississippi Settlement Agreement and Reform Plan”. The Provider shall assist MDCPS staff in assessing each child and family’s situation, in hopes to develop an individualized treatment service plan to expedite reunification whenever safely possible, or identify the most appropriate next placement for the child so that a permanent exit is more likely from the next placement. The Agency contends that the room and board rates are set by the MDCPS Finance Department and are dictated by the 2nd Modified Mississippi Settlement Agreement and Reform Plan. As such the Agency is soliciting qualifications to provide the services at the rates set by MDCPS. Based on the number of current contracts for Emergency Shelter, the Agency anticipates multiple contracts will be issued as a result of this RFQ. The respondents will be evaluated based on technical, cost and management factors. The technical factors will be weighted at (29%) or 29 points, management factors will be weighted at (35%) or 35 points, and cost factors will be weighted at (36%) or 36 points.

6. Requesting Agency: Mississippi Department of Child Protection Services

RFx Number: 3180001021

Procurement Request: Request for Qualifications

Anticipated Term: Four (4) years with one (1) optional one-year renewal

Anticipated Contract Amount: \$30,000,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. §31-7-403(4) for the competitive procurement of Therapeutic Foster Care comprehensive residential services for children from the ages of birth to twenty years old, with at least moderate emotional, behavioral, medical, and developmental problems including impulsive behaviors, aggression, runaway episodes, sexually active behaviors, and alcohol & drug misuse. The goal for the children and youth in therapeutic foster care is lasting permanency through reunification, relative care, adoption, and guardianship. The Agency contends that the room and board rates are set by the MDCPS Finance Department and are dictated by the 2nd Mississippi Modified Settlement Agreement. As such, the Agency is soliciting qualifications to provide the services at the rates set by MDCPS. Based on the number of current contracts for Therapeutic Foster

Care Homes, the Agency anticipates multiple contracts will be issued as a result of this RFQ. The respondents will be evaluated based on technical, cost and management factors. The technical factors will be weighted at (29%) or 29 points, management factors will be weighted at (35%) or 35 points, and cost factors will be weighted at (36%) or 36 points.

7. **Requesting Agency:** Mississippi Department of Child Protection Services

RFx Number: 3180001031

Procurement Request: Request for Qualifications

Anticipated Term: Four (4) years with one (1) optional one-year renewal

Anticipated Contract Amount: \$11,000,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. §31-7-403(4) for the competitive procurement of Therapeutic Group Home comprehensive residential services for children ages ten to twenty years who are unable to live at home, or with a resource family who have at least moderate emotional, behavioral, medical, or developmental problems including impulsive behaviors, aggression, runaway episodes, sexually active behaviors, and alcohol & drug misuse. The Therapeutic Group Home Program shall be designed for children and youth in need of twenty-four hour care & integrated planning, will remain involved in community-based schools, and participate in recreational activities with appropriate supervision. The goal for the children and youth in therapeutic group homes is lasting permanency through reunification, relative care, adoption, and guardianship. The Agency contends that the room and board rates are set by the MDCPS Finance Department and are dictated by the 2nd Mississippi Modified Settlement Agreement. As such the Agency is soliciting qualifications to provide the services at the rates set by MDCPS. Based on the number of current contracts for Therapeutic Foster Care Homes, the Agency anticipates multiple contracts will be issued as a result of this RFQ. The respondents will be evaluated based on technical, cost and management factors. The technical factors will be weighted at (29%) or 29 points, management factors will be weighted at (35%) or 35 points, and cost factors will be weighted at (36%) or 36 points.

Staff Recommendation: Granting of the Agency's Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. §31-7-403(4) and approval of the Agency's requests to use a Request for Qualifications as the procurement method to select vendors to serve for *Items VI.A.4 through VI.A.7*.

Action: A motion was made by Mr. Morehead to approve the staff recommendations as presented in *Items VI.A.4 through VI.A.7*. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

B. Consideration of Contracts for Board Action

1. **Requesting Agency:** Mississippi Department of Human Services

Supplier: Pendleton Security Service, Inc.

Contract #: 8200044480

Term: 06/01/2019 – 05/31/2022

Total Value: \$654,969.03

Renewal
\$436,646.02

Summary of Request: The term of the original contract was one year with two optional two-year renewals. Amendment One has been submitted to renew the contract for the first two-year optional renewal allowed by the original contract. The Contractor provides interior and exterior uniformed armed security guard services at 750 North State Street and 200 South Lamar Street MDHS locations. The contractor was originally selected through an IFB. Amendment One updates the Period of Performance, Consideration and Method of Payment, Stop Work Order, Notices, and Priority clauses. All other terms and conditions of the original contract remain the same.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract renewal as requested.

Projected Budget for Life of the Contract: \$1,091,615.05

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

2. **Requesting Agency:** Mississippi Department of Education

Supplier: Curriculum Associates, LLC

Contract #: 8200048332

Term: 01/09/2020 – 06/30/2021

Total Value: \$134,971.96

Renewal
\$37,406.80

Summary of Request: The term of the original contract was approximately six months with four optional one-year renewals. Modification One has been submitted to exercise the first optional renewal allowed by the original contract. The Contractor provides a Comprehensive Early Learning Assessment/Screening (CELA/S) tool on an annual basis that is used throughout the district to evaluate and assess the effectiveness of pre-kindergarten (pre-k) classrooms. The Contractor was originally selected through an RFP. The original contract was approved at the December 2019 PPRB meeting. Modification One updates the Period of Performance, Priority, Termination in the Event of Employment, Background Checks, Budget Narrative and Compensation and Financial Reports clauses. All other terms and conditions of the original contract remain the same. Proof of the regulatory board's approval (State Board of Education) and updated performance bond must be received by the Agency prior to processing the contract renewal. This Board met on February 20, 2020.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract renewal as requested contingent upon proof of regulatory board's approval.

Projected Budget for Life of the Contract: \$247,192.36

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

3. Requesting Agency: Mississippi Department of Wildlife, Fisheries, and Parks

Supplier: Wiregrass Ecological Associates

Contract #: 8200047855

Term: 03/04/2020 – 03/03/2021

Total Value: \$116,690.00

**New
\$116,690.00**

Summary of Request: The term of the contract is one year with three optional one-year renewals. The Contractor will collect field data and develop a coastal invasive species inventory and management plan for the Agency. The Contractor will be paid \$15.00 per Invasive Species Only Plot, \$29.00 per Invasive Species and Timber Plot, and \$5,000.00 for the Ward Bayou Wildlife Management Area Invasive Species Management Plan. The Contractor was selected through an IFB with three respondents. The Agency requests exceptions to Sections 3-202.08.1 and 3-202.08.2 for failure to treat the Question and Answer document as an amendment and not obtaining signature for Acknowledgement of Amendments and for not posting the amendment onto the Agency's website. As the Question and Answer document was posted on the Mississippi Procurement Opportunity Search Portal (hereinafter "Portal") and prospective contractors were notified in the IFB that said documents would be posted to the Portal, OPSCR does not have concerns regarding competition, fairness, and transparency of this procurement.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract as requested.

Projected Budget for Life of the Contract: \$466,670.00

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

Items VI.B.4 and VI.B.5 were presented together and voted together.

4. Requesting Agency: Mississippi Department of Education

Supplier: Michael D. Kent

Contract #: 103677

Term: 07/01/2017 – 06/30/2020

Total Value: \$334,968.12

**Modification
\$1,319.94**

Summary of Request: The term of the original contract was one year with three optional one-year renewals. Modification Three has been submitted to increase the amount of the contract by \$1,319.94 as a result of the PERS Board of Trustees increasing the employer contribution rate from 15.75% to 17.4% effective July 1, 2019. Mr. Kent is a Contract Worker. He performs administrative duties for the Office of Academic Education. He is a PERS retiree. He is paid \$76.92 per hour not to exceed 20 hours per week. The total requested FY 2020 spending authority is \$112,536.00, which is comprised of \$79,996.80 for personal services, \$6,119.76 for FICA, \$13,919.44 for PERS, and \$12,500.00 for travel. The Contract Worker was originally selected through an RFQ. Modification Two was approved at the March 2019 PPRB meeting. Modification Three updates the Priority, Compensation and Financial Reports, and Budget

Narrative clauses. All other terms and conditions of the original contract remain the same. Proof of the regulatory board's approval (Mississippi State Board of Education) must be received from the Agency prior to processing the contract. This Board meets on February 20, 2020.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract modification as requested contingent upon proof of regulatory board approval.

Projected Budget for Life of the Contract: \$447,504.12

5. Requesting Agency: Mississippi Department of Education

Supplier: Michael D. Kent

Contract #: 103677

Term: 07/01/2017 – 06/30/2021

Total Value: \$447,504.12

Renewal
\$112,536.00

Summary of Request: The term of the original contract was one year with three optional one-year renewals. Modification Four has been submitted to exercise the last optional renewal allowed by the original contract. Mr. Kent is a Contract Worker. He performs administrative duties for the Office of Academic Education. He is a PERS retiree. He is paid \$76.92 per hour not to exceed 20 hours per week. The total requested FY 2021 spending authority is \$112,536.00, which is comprised of \$79,996.80 for personal services, \$6,119.76 for FICA, \$13,919.44 for PERS, and \$12,500.00 for travel. Other than the amount associated for PERS, the budget for this Contract Worker is consistent with previous fiscal years. The Contract Worker was originally selected through an RFQ. Modification Two was approved at the March 2019 PPRB meeting. Modification Four updates the Period of Performance, Priority, Compensation and Financial Reports, and Budget Narrative clauses. All other terms and conditions of the original contract remain the same. Proof of the regulatory board's approval (Mississippi State Board of Education) must be received from the Agency prior to processing the contract. This Board meets on February 20, 2020.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract renewal as requested contingent upon proof of regulatory board approval.

Projected Budget for Life of the Contract: \$447,504.12

Action: A motion was made by Ms. Wray to approve the staff recommendations as presented in *Items VI.B.4 and VI.B.5*. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

6. Requesting Agency: DMH – Ellisville State School

Supplier: Waste Services of Hattiesburg, LLC d/b/a Santek Waste Services, LLC

Contract #: 8200050212

Term: 04/02/2020 – 04/01/2021

New

Total Value: \$99,204.00

\$99,204.00

Summary of Request: The term of the contract is one year with four optional one-year renewals. The Contractor will provide waste management services, which includes pick up and disposal of all solid waste. The Contractor was selected through an RFP with four respondents. The Agency requests an exception to PPRB OPSCR Rules and Regulations Section 3-202.13.2 for not deeming B Clean Environmental non-responsive as their proposal failed to conform to all material aspects of the RFP. As the vendor erroneously considered was not awarded a contract, OPSCR staff does not have concerns regarding competition, fairness, and transparency. Proof of the regulatory board's approval (Board of Mental Health) must be received from the Agency prior to processing the contract. The Board of Mental Health meets on March 19, 2020.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and upon granting of exception to Section 3-202.13.2 will comply with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends granting of the exception to Section 3-202.13.2 and approval of the contract as requested contingent upon receipt of the required regulatory board's approval.

Projected Budget for Life of the Contract: \$496,020.00

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Ms. Wray and unanimously approved by all members present.

7. **Requesting Agency:** Division of Medicaid

Supplier: LaunchPoint Ventures, LLC (formerly DataMetrix, Inc.)

Contract #: 8200045428/8200030999

Term: 04/01/2017 – 03/31/2021

Total Value: \$8,166,600.00

**Renewal
\$0.00**

Summary of Request: The term of the original contract was three years with two optional one-year renewals. Amendment Two has been submitted to exercise the first optional renewal allowed by the original contract. The Agency requests no additional spending authority because only \$134,705.51 has been expended. The Contractor provides Medicaid recovery audit services to identify and facilitate recovery of improper payments made by DOM and managed care organizations as federally required by Centers for Medicare and Medicaid Services. The Contractor is paid 15.2% of the recovered funds. The Contractor was originally selected through an RFP. Amendment One was staff approved with authority granted to approve the assignment (from DataMetrix, Inc. to LaunchPoint Ventures, LLC) of a previously approved contract that did not alter any other contract terms or conditions; while the original contract was statutorily approved at the March 2017 PSCRB meeting. Amendment Two updates the Entire Agreement, Period of Performance, and Termination for Default clauses. All other terms and conditions of the original contract remain the same. Proof of the vendor's updated required workers' compensation, professional liability, general liability against bodily injury or death, and property damage and fire insurance certifications must be received from the agency prior to processing the contract renewal.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract renewal as requested contingent upon receipt of the vendor's updated required workers' compensation, professional liability, general liability, and property damage and fire insurance certifications.

Projected Budget for Life of the Contract: \$11,923,236.00

Action: A motion was made by Ms. Wray to approve the staff recommendation as presented. The motion was seconded by Mr. McLeod and unanimously approved by all members present.

C. Emergency Contracts Reported to the Board for Calendar Year 2020

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.

There were no new emergency contracts to report at that time.

Emergency Contracts previously reported to the Board are attached to these Minutes as **Attachment E**.

D. Mississippi Veterans Affairs f/k/a State Veterans Affairs Board State Veterans Homes Service Contracts

Pursuant to Senate Bill 2723 (2019 Regular Session) when procuring contracts to operate and provide services to state veterans homes, the Mississippi State Veterans Affairs Board decisions supersede any rule or regulation of the Public Procurement Review Board to the contrary. OPSCR staff processed the contracts in MAGIC upon receipt and reviewed this contract for technical compliance. OPSCR will notify the Agency of any problems found during the review, however it is the responsibility of the Agency to correct any errors. These 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.

- 1. Requesting Agency:** Mississippi Veterans Affairs f/k/a State Veterans Affairs Board
Supplier: Cory F. Johnson
Contract #: 114480/118649

Term: 04/17/2019 – 06/30/2020

Total Value: \$98,500.00

Modification

\$36,000.00

Summary of Request: The term of the original contract remains one year. Modification One has been submitted to increase the amount of the contract by \$36,000.00. Mr. Johnson is a Contract Worker. He provides nursing care for the Jackson Veterans Home. He is paid \$33.00 per hour. The Agency has been advised to add a not to exceed amount to the contract and to add the breakdown of personal services and FICA. This modification is exempt from purview of PPRB OPSCR as allowed by Senate Bill 2723, which states, "The State Veterans Affairs Board may contract with nongovernmental entities or the United States Department of Veterans Affairs to operate and provide services to state veterans homes....The provisions of this paragraph shall supersede any rule or regulation of the***Public Procurement Review Board to the contrary."

E. Department of Finance and Administration Aircraft Maintenance Contracts

Pursuant to Senate Bill 2918 (2019 Regular Session) when procuring aircraft maintenance, parts, equipment and/or services, the Department of Finance and Administration contracts are exempt from the requirements of Section 27-104-7(2)(f). OPSCR staff processed the contract in MAGIC upon receipt and reviewed this contract for technical compliance. OPSCR will notify the Agency of any problems found during the review, however it is the responsibility of the Agency to correct any errors. These 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 contract procurement or executed contract 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.

1. Requesting Agency: Department of Finance and Administration

Supplier: Elliott Aviation of the Quad Cities, Inc.

Contract #: 8200049551

Term: 02/01/2020 – 05/31/2020

Total Value: \$202,810.00

New

\$202,810.00

Summary of Request: The term of the contract is four months with no optional renewal. The Contractor will provide the Beechcraft King Air 350 general maintenance and inspection services. The Agency requests \$202,810.00 in spending authority, which is comprised of \$117,810.00 for general maintenance and inspection services and \$85,000.00 for approved repairs not listed in the IFB but deemed necessary during the inspections and limited to the IFB scope of work. The Contractor was selected through an IFB with one respondent. This procurement is exempt from purview of PPRB OPSCR as allowed by Miss. Code Ann. § 61-13-5, which states "The Department of Finance and Administration is hereby exempt from the requirements of § 27-104-7(2)(f) when procuring aircraft maintenance, parts, equipment, and/or services. It shall be the responsibility of the Executive Director of the Department of Finance and Administration to ensure commercially reasonable practices, including competitive pricing and superb industry maintenance standards. The selection process of maintenance facility shall consider: their capability and experience, the scope of work, the cost and the length of the time the aircraft will be out of service."

F. OPSCR Staff Approvals Reported to the Board

The list of February 2020 OPSCR staff approvals reported to the Board is attached to these Minutes as **Attachment F**.

G. OPSCR Director's Report

Ms. Martin's director's report included the following:

- OPSCR Legislation: HB 175, HB 502, HB 617, HB 848, SB 2215, SB 2218, SB 2259, (HB 1086 and HB 1191 were added after the PPRB Agenda was finalized)
 - HB 848, previously reviewed by Mr. Campbell, was not discussed by Ms. Martin.
 - HB 175, HB 502, HB 617, HB 1086, HB 1191, SB 2218, and SB 2259, all died in committee and will no longer be tracked by OPSCR.
 - HB 1086, HB 1191, and SB 2215 all passed out of committee and will continue to be tracked because they are of particular importance to OPSCR.
- Ms. Martin provided an update on the February 21, 2020 Rules and Regulations Revisions Training.
 - The class was well attended with 55 agencies registered and 63 attendees.
 - Great feedback was received
- Ms. Martin also talked about the upcoming 2020 NASPO Exchange Conference to be held March 24-26 in Nashville, TN.

VII. Other Business

There was no other business to discuss.

VIII. Adjournment

Action: A motion was made by Mr. Morehead to adjourn. The motion was seconded by Ms. Wray and unanimously approved by all members present.

These Minutes of the Public Procurement Review Board were approved by the members on the 1st of April, 2020.

Jeffery Belk, Chair

Date



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT
DEPARTMENT OF FINANCE AND ADMINISTRATION
LAURA D. JACKSON
EXECUTIVE DIRECTOR

NOTICE

A Regular Meeting of the

PUBLIC PROCUREMENT REVIEW BOARD

will be held Wednesday, March 4, 2020, 9:00 a.m. in
Room 145 Conference Room
Woolfolk State Office Building



PUBLIC PROCUREMENT REVIEW BOARD

Regular Meeting

Wednesday, March 4, 2020

9:00 a.m.

PPRB STAFF ATTENDANCE SHEET

NAME AND TITLE

AGENCY/COMPANY

(Please write legibly)

| | |
|-------------------|-----------|
| Clay Chastain | DFA/OST |
| Chopé Stephann | OPTFM |
| KENT ADAMS | RPM/DFA |
| ASHLEY HARRELL | DFA/OPTFM |
| DESTINY TURNER | DFA/OPSCR |
| Sharee Deason | DFA/OPSCR |
| Victoria James | DFA/OPSCR |
| MIKE COOK | DFA/OPTFM |
| Easter Hairman | DFA/OPTFM |
| LaShun Smith | DFA/OPTFM |
| Regina Irvin | DFA/OPTFM |
| Angela Cooper | DFA/OPSCR |
| Tenetra Walton | DFA/OPSCR |
| Shandra Thompson | DFA/OPSCR |
| Billy Beard | DFA/OPTFM |
| Alicia Coleman | DFA/OPSCR |
| Calvin Sibley | DFA/BOB |
| Glenn R. Kombek | DFA |
| Elysebeth DeRouen | DFA/PPRB |



PUBLIC PROCUREMENT REVIEW BOARD

Regular Meeting

Wednesday, March 4, 2020

9:00 a.m.

GUEST ATTENDANCE SHEET

NAME AND TITLE

AGENCY/COMPANY

(Please write legibly)

| | |
|---------------------|---------|
| Hewitt Pittman | MDAC |
| NICK WALTERS | MDOT |
| Harri's Van Buskirk | MDOT |
| J. J. Davis | MDOT |
| Heather Decker | AG/MSPB |
| Tony R. Moore | MSPB |
| Amanda Mast | MSH |
| Joe Joff | MSPB |
| Danny Smith | MDES |
| B. Ritchie Thompson | DOM |
| Sakanae Smith | |
| Joyce Greer | MDE/OEC |
| Marilyn Watkins | MDWFP |
| Matthew Dry | PEER |
| Wendy Wilson | MPHS |
| Bryan Wardlaw | MDHS |
| Toni Johnson | DMH |
| Medusa Salgado | MSDB |

NAME AND TITLE

AGENCY/COMPANY

(Please write legibly)

| | |
|---|------------------------|
| Dr. Leigh Warren, Dir. Support Services | MSDB |
| Monique Cook | Procurement |
| Wesley Cook | MOE |
| H. L. Lockhart | MST |
| Noah Gibson | MDCPS |
| Chandler Turner | MDCPS |



MEETING AGENDA
Wednesday, March 4, 2020
9:00 a.m.

- I. Call to Order
- II. Approval of Minutes from February 5, 2020 Public Procurement Review Board Meeting
- III. Approval of per diem and expenses for the March 4, 2020 meeting and for any additional expenses incurred prior to the April 1, 2020 meeting
- IV. DFA Office of Purchasing, Travel and Fleet Management (OPTFM)
 - A. Petitions for Relief from Reverse Auction

- 1. Governing Authorities

- i. **Requesting Governing Authority:** Jackson County School District

Supplier: Unknown

Term: 7/1/2020 through 6/30/2021

Commodities: E-Rate Category 2 Project

Total Value: \$400,000.00 estimated

Summary of Request: Jackson County School District has requested an exemption from using the reverse auction process for the purchase of an E-Rate Category 2 project. E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). They are requesting an exemption because of the overall complexity of the project, which will include commodities and services. Vendors may make a primary bid and are able to send in an alternate equivalent bid. Vendors can bid on one or more items of the project or they may bid on the complete project. Because of the complexity of these projects, the District feels other evaluation factors may need to be considered, other than cost. The District feels that competitive sealed bidding should be utilized to procure the project.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

ii. **Requesting Governing Authority:** Desoto County

Supplier: Unknown

Term: 3/4/2020 through 3/4/2025

Commodities: Drug Testing Equipment, Software and Supplies

Total Value: \$275,000.00 estimated

Summary of Request: Desoto County has requested an exemption from using reverse auction process for the purchase of drug testing equipment and supplies. They are requesting an exemption because the procurement will consist of commodities and testing and software support services necessary to implement a new system for juvenile drug court mandated testing. The County feels that competitive sealed bidding process should be utilized to procure the items.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

iii. **Requesting Governing Authority:** Pike County

Supplier: Unknown

Term: 12 months

Commodities: Pipe

Total Value: \$133,000.00 estimated

Summary of Request: Pike County has requested an exemption from using the reverse auction process for the purchase of pipe. They are requesting an exemption because the County wishes to award to multiple vendors. The County feels that the competitive sealed bidding process should be utilized to procure the item.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

iv. **Requesting Governing Authority:** Pike County

Supplier: Unknown

Term: 12 months

Commodities: Clay aggregate

Total Value: \$78,000.00 estimated

Summary of Request: Pike County has requested an exemption from using the reverse auction process for the purchase of clay aggregate. They are requesting an exemption because they have only received one bid in the past several years as only one vendor services their area. Last year they conducted a reverse auction and the only vendor that responds to their yearly solicitation refused to participate. The County feels that the competitive sealed bidding process should be utilized to procure the item.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

v. **Requesting Governing Authority:** Pike County

Supplier: Unknown

Term: 12 months

Commodities: Asphalt

Total Value: \$650,000.00 estimated

Summary of Request: Pike County has requested an exemption from using the reverse auction process for the purchase of asphalt. They are requesting an exemption because the County wishes to award to multiple vendors. The County feels that the competitive sealed bidding process should be utilized to procure the item.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

vi. **Requesting Governing Authority:** Pike County

Supplier: Unknown

Term: 12 months

Commodities: Signs

Total Value: \$25,000.00 estimated

Summary of Request: Pike County has requested an exemption from using the reverse auction process for the purchase of signs. They are requesting an exemption because the County wishes to award to multiple vendors. The County feels that the competitive sealed bidding process should be utilized to procure the item.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

2. **State Agencies**

i. **Requesting Agency:** Mississippi Department of Transportation (MDOT)

Supplier: Unknown

Contract: RFx 3180001007

Term: One (1) Year (7/1/2020-6/30/2021)

Total Value: Estimated \$5,000,000.00

Summary of Request: MDOT has requested an exemption from using the reverse auction process for the purchase of hot and cold asphalt mix. Hot and cold mix asphalt are used by MDOT road maintenance crews at various locations throughout the State. The location of the work, type of asphalt mix needed, and plants producing at the time of work must be known to determine lowest cost. Additionally, since hot mix must be used within a short time period, only plants within a certain geographical range of the work location can be considered when determining lowest cost. For these reasons, MDOT needs all locations and all vendors to bid, even if their price is higher than another vendor because MDOT awards to all vendors and then makes a determination at the time of purchase. Since the commodity procurements are

not awarded based on a single award to the lowest bid for the line item, it is not a good candidate for the reverse auction process. MDOT requests to utilize a competitive sealed bid procurement process to promote open competition. The bid will contain possibly two (2) twelve (12) month extensions.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for this procurement.

ii. **Requesting Agency:** Mississippi Department of Transportation (MDOT)

Supplier: Unknown

Contract: RFX 3180001008

Term: One (1) Year (7/1/2020-6/30/2021)

Total Value: Estimated \$7,000,000.00

Summary of Request: MDOT has requested an exemption from using the reverse auction process for the purchase of crushed aggregates (limestone). Crushed aggregates are used by MDOT road maintenance crews at various locations throughout the State along with certified bituminous materials to chip seal and for shoulder repairs. Large aggregate (rip rap) is used for erosion control at drainage structures and bridge sites. Because of seasonal use, there can be availability issues since MDOT competes for product with cities, counties, and asphalt plants. Availability and location of work must be known to determine the lowest cost. Due to availability and location, MDOT needs to award to all vendors even if their price is higher than another vendor because availability and transportation cost at the time of the purchase is a factor. Since the commodity procurements are not awarded based on a single award to the lowest bid for the line item, this commodity is not a good candidate for the reverse auction process. MDOT requests to utilize a competitive sealed bid procurement process to promote open competition. They will to contain a possible two (2) twelve (12) month extensions.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for this procurement.

iii. **Requesting Agency:** Mississippi Department of Transportation (MDOT)

Supplier: Unknown

Contract: RFX 3180001009

Term: One (1) Year (7/1/2020-6/30/2021)

Total Value: Estimated \$500,000.00

Summary of Request: MDOT maintenance crews use various types of equipment throughout the State for maintenance and emergency activities. The rental of equipment allows MDOT to meet temporary and emergency equipment needs while eliminating the need to make large equipment purchases and incur the maintenance costs. In order to determine the lowest cost, time of work, equipment required and equipment availability must be known. MDOT is requesting an exemption from reverse auction to allow for a multiple award to all vendors that meet specifications for equipment rental and determine the lowest cost at the time of rental.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for this procurement.

B. Consideration of Governing Authority Contracts for Board Action

1. Requesting Governing Authority: Oxford School District

Supplier: Apple Inc.

Term: One time purchase

Total Value: \$1,417,400.00 (Modification \$1,303,400.00)

Summary of Request: Oxford School District was granted an exemption from reverse auction on November 6, 2019 and the award of the contract in the amount of \$1,417,400.00 was approved at the February 5, 2020 PPRB meeting. They are requesting to decrease the total amount of award due to Apple revising the quote to a lower amount. The District wishes to modify the awarded amount to Apple from \$1,417,400 to \$1,303,400.00.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this modification.

2. Requesting Governing Authority: Hinds County School District

Supplier: Synergetics

Term: 7/1/2019 through 6/30/2024

Total Value: \$337,219.80 (Modification \$411,367.57)

Summary of Request: Hinds County School District wishes to modify their E-Rate contract that was originally approved in March 2019 in the amount of \$337,219.80. They are requesting to increase the total amount of the award to \$411,367.57 due to the District's receiving additional E-Rate funds which may be expended on the project.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this modification.

3. Requesting Governing Authority: Greenville School District

Supplier: Synergetics

Term: 7/1/2019 through 6/30/2024

Total Value: \$256,485.84 (Modification \$270,485.69)

Summary of Request: Greenville School District wishes to modify their E-Rate contract that was originally approved in May 2019 in the amount of \$256,485.84. They are requesting to increase the total amount of award to \$270,485.69 due to the District's receiving additional E-Rate funds which may be expended on the project.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this modification.

4. **Requesting Governing Authority:** Lamar County Schools

Supplier: Apple Inc.

Term: 3/4/2020 through 3/4/2023

Total Value: \$2,000,000.00

Summary of Request: Lamar County Schools was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of Apple products and received one (1) bid. The District wishes to award to Apple Inc.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

5. **Requesting Governing Authority:** Covington County School District

Supplier: S.H.O.T.S.

Term: 7/1/2020 through 6/30/2021

Total Value: \$115,574.77

Summary of Request: Covington County School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 Project and received three (3) bids. The District wishes to award to S.H.O.T.S.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

6. **Requesting Governing Authority:** Greenville Public Schools

Supplier: BCI

Term: 7/1/2020 through 6/30/2022

Total Value: \$1,400,000.00

Summary of Request: Greenville Public Schools was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received three (3) bids. The District wishes to award to BCI.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

7. **Requesting Governing Authority:** Jackson Hinds Library System

Supplier: Synergetics

Term: 7/1/2020 through 6/30/2022

Total Value: \$575,000.00

Summary of Request: Jackson Hinds Library System was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received three (3) bids. The Library wishes to award to Synergetics.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

8. Requesting Governing Authority: Monroe County School District

Supplier: S.H.O.T.S.

Term: 7/1/2020 through 6/30/2021

Total Value: \$117,135.90

Summary of Request: Monroe County School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to S.H.O.T.S.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

9. Requesting Governing Authority: Newton Municipal School District

Supplier: Synergetics

Term: 7/1/2020 through 6/30/2021

Total Value: \$46,555.31

Summary of Request: Newton Municipal School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Synergetics.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

10. Requesting Governing Authority: Grenada School District

Supplier: S.H.O.T.S.

Term: 7/1/2020 through 6/30/2021

Total Value: \$147,323.00

Summary of Request: Grenada School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to S.H.O.T.S.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

11. Requesting Governing Authority: North Tippah School District

Supplier: Howard Technologies Solutions

Term: 7/1/2020 through 6/30/2025

Total Value: \$325,000.00

Summary of Request: North Tippah School District was granted an exemption from reverse

auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Howard Technologies Solutions.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

12. Requesting Governing Authority: Union Public School District

Supplier: S.H.O.T.S.

Term: 7/1/2020 through 6/30/2021

Total Value: \$55,464.99

Summary of Request: Union Public School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to S.H.O.T.S.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

13. Requesting Governing Authority: Copiah County School District

Supplier: Synergetics

Term: 7/1/2020 through 6/30/2022

Total Value: \$90,605.67

Summary of Request: Copiah County School District was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Synergetics.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

14. Requesting Governing Authority: Stone County School District

Supplier: Synergetics

Term: 7/1/2020 through 6/30/2025

Total Value: \$645,000.00

Summary of Request: Stone County School District was granted an exemption from reverse auction on November 6, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Synergetics.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

15. Requesting Governing Authority: Sunflower County School District
Supplier: Synergetics
Term: 7/1/2020 through 6/30/2022
Total Value: \$775,000.00
Summary of Request: Sunflower County School District was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Synergetics.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

16. Requesting Governing Authority: Forrest County School District
Supplier: Synergetics
Term: 7/1/2020 through 6/30/2025
Total Value: \$61,855.75
Summary of Request: Forrest County School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received two (2) bids. The District wishes to award to Synergetics.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

17. Requesting Governing Authority: Neshoba County School District
Supplier: S.H.O.T.S.
Term: 7/1/2020 through 6/30/2021
Total Value: \$247,941.79
Summary of Request: Neshoba County School District was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of an E-Rate Category 2 project and received one (1) bid. The District wishes to award to S.H.O.T.S.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

18. Requesting Governing Authority: Chickasaw County
Supplier: Blue Water Inc., Vulcan, APAC
Term: 3/4/2020 through 12/31/2020
Total Value: \$500,000.00 estimated
Summary of Request: Chickasaw County was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of crushed stone and received three (3) bids. The County wishes to award to Blue Water Inc. as primary and Vulcan and APAC as alternates.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

19. Requesting Governing Authority: Chickasaw County

Supplier: G & O Supply Co. Inc., Coburn's Supply Co.

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Chickasaw County was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of culverts and received two (2) bids. The County wishes to award to G & O Supply as primary and Coburn's as alternate.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

20. Requesting Governing Authority: Chickasaw County

Supplier: Blue Water Inc., Vulcan

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Chickasaw County was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of rip/rap and received two (2) bids. The County wishes to award to Blue Water Inc. as primary and Vulcan as alternate.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

21. Requesting Governing Authority: Chickasaw County

Supplier: Ergon Inc.

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Chickasaw County was granted an exemption from reverse auction on December 4, 2019. They advertised for competitive sealed bids for the purchase of liquid asphalt and received one (1) bid. The County wishes to award to Ergon Inc.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

22. Requesting Governing Authority: Scott County

Supplier: Hunts Southland, Ergon, Blacklidge, W.E. Blain and Sons, Dickerson and Bowen, Cold Mix, Inc., Custom Paving, Donaldson Construction, Inc.

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Scott County was granted an exemption from reverse auction on

October 2, 2019. They advertised for competitive sealed bids for the purchase of liquid asphalt, asphalt and asphalt laydown. For liquid asphalt, they wish to award to Hunts Southland as primary and Ergon and Blacklidge as alternates. For hot mix asphalt, they wish to award to W.E. Blain and Sons as primary with Dickerson and Bowen as alternate. For cold mix asphalt, they wish to award to Cold Mix Inc. For asphalt laydown, they wish to award to Custom Paving as primary and Donaldson Construction Inc. and W.E. Blain and Sons as alternates.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

23. Requesting Governing Authority: Scott County

Supplier: John E. Smith, Vulcan, Hammett Gravel

Term: 3/4/2020 through 12/31/2020

Total Value: \$500,000.00 estimated

Summary of Request: Scott County was granted an exemption from reverse auction on October 2, 2019. They advertised for competitive sealed bids for the purchase of gravel and rip/rap. For the gravel, they wish to award to Hammett Gravel. For the rip/rap, they wish to award to John E. Smith as primary and Vulcan as alternate.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted, we ask that the Board approve this contract.

C. Consideration of State Agency Contracts for Board Action

1. Requesting Agency: Mississippi Department of Transportation (MDOT)

Supplier: Ergon, Blacklidge Emulsions

Contract #: 8900001058, 8900001059

Term: 7/1/2019-6/30/2021

Total Value: \$2,000,000.00, \$75,000.00

Summary of Request: At the 3/6/2019 PPRB meeting MDOT requested and was approved for an exemption from using the reverse auction process for the purchase of certified bituminous materials (liquid asphalt). The contracts were approved by the PPRB on 5/1/2019. MDOT solicited bids with two (2) responses and received no protests. MDOT awarded to both bidders as each met the specifications. MDOT is requesting approval for the first of two (2) possible twelve (12) month extensions.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of these contract extensions.

2. Requesting Agency: Mississippi Department of Agriculture and Commerce (MDAC)

Supplier: Signature Offset, LLC

Contract #: 8200050031

Term: Four (4) years (3/15/2020-3/14/2024) with the option to extend one (1) additional year at the same terms and conditions of the original contract.

Total Value: \$500,000.00

Summary of Request: MDAC has submitted a request for authority to enter into a contract with Signature Offset, LLC, for the printing, typesetting, and presort mailing of the bi-monthly Mississippi Market Bulletin publication. This request was presented to and approved by the PPRB as an exemption from the reverse auction process on 11/6/2019. Two (2) responses were received and MDAC selected Signature Offset, LLC, the lowest and best bidder in accordance with applicable laws and regulations. MDAC is requesting approval of the contract.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the contract.

D. OPTFM Staff Approvals reported to the Board

E. OPTFM Sole Source Purchases

F. OPTFM Emergency Purchases

G. OPTFM Director's Report

- Pending Legislation (HB 407, HB 460, HB 848, HB 904, SB 2215, SB 2329, SB 2590)
- Upcoming Certified Mississippi Purchasing Agent (CMPA) training to be held March 16-18
- 2020 March Purchasing Month Celebration
- 2020 NASPO Exchange Conference – March 24-26

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

A. Consideration of BOB Construction Award

1. Using Agency: Northwest Mississippi Community College

Number: GS# 213-054

Project Title: New Student Housing

General Contractor: Murphy & Sons, Inc. (Southaven, Mississippi)

Construction Days from Notice to Proceed [Term]: 420 days

Total Value at Award: \$10,523,500.00

Project Scope: Planning and construction of a 48,000 square foot student housing complex with apartment-style structures, a lounge, a central office and support facilities. This design will include all applicable Codes, including mechanical, electrical, plumbing, life safety systems, and comply with ADA requirements. It will also include the procurement of necessary furniture and equipment. Upon completion of this construction, two existing 1970's era units will be demolished.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval, contingent upon executed contracts.

B. Consideration of BOB Contracts for Project Professionals

NOTE: Standard Operating Procedures established by the BOB in April 2004, require PPRB approval of fees in excess of \$250,000.00. The following Professionals were selected by interview by the Using Agency and Bureau of Building, et al, procedures. (Fees may or may not be anticipated to be beyond \$250,000.00; however, the Bureau of Building, et al, has established an interoffice procedure to bring RFP/RFQ selections to PPRB for approval or ratification.)

- Using Agency:** Alcorn State University
Number: GS# 101-320
Title: Preplan Campus ADA Improvements
Location: Lorman, Mississippi
Preplanning Budget: \$250,000.00
Funding Sources: Senate Bill 3065 Laws of 2019
Professional Fee: C+ (estimated fees \$690,000.00)
Professional: Canizaro Cawthon Davis, A Professional Association, Jackson, Mississippi)

Scope: Preplanning through the Design Development Phase for campus-wide upgrades/repairs to comply with the Americans Disabilities Act. Scope will include signage, elevator installations, interior modifications, bathroom alterations, entrance/exit enlargements, travel route improvements, ramps installations, parking lot modifications and technology enhancements to better accommodate students and staff with disabilities.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

- Using Agency:** Delta State University
Number: GS# 102-271
Title: Preplan Nursing School Expansion/Renovation
Location: Cleveland, Mississippi
Preplanning Budget: \$125,000.00
Funding Sources: Senate Bill 3065 Laws of 2019
Professional Fee: C+ (estimated fees \$360,503.18)
Professional: Eley Guild Hardy Architects, PA (Biloxi, Mississippi)

Scope: Preplanning through the Design Development Phase for the expansion and renovation of the Robert E. Smith School of Nursing Building. This 14,000 square foot structure has not seen any significant improvements over its 33-year life span. The project scope will consist of adding 10,000 square feet of space, in addition to performing general interior renovations, to accommodate 60-100 additional nursing students. This effort will provide new classrooms, meeting spaces, offices, bathrooms, support spaces, a health and wellness center and a student lounge. ADA, mechanical, electrical, plumbing and life safety systems improvements will also be addressed as part of this endeavor.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

3. **Using Agency:** Mississippi University for Women
Number: GS# 104-196
Title: Preplan MSMS Dorm Renovations
Location: Columbus, Mississippi
Preplanning Budget: \$250,000.00
Funding Sources: House Bill 1649 Laws of 2018
Professional Fee: C+ (estimated fees \$690,000.00)
Professional: ArchitectureSouth, P.A., (Tupelo, Mississippi)

Scope: Preplanning through the Design Development Phase of comprehensive renovations to the Goen and Frazer dormitories housing students of the Mississippi School for Math and Science on the MUW main campus. These 5-story, 46,437 square foot buildings, constructed in the mid-sixties, have not seen any significant improvements in over fifty years. Both residence facilities contain suite-style rooms, computer labs, common areas, support spaces and laundry facilities. The scope of this endeavor will include restoration as well as some reconfiguration of interior upgrades, ADA access improvements, asbestos abatement and major renovations of the mechanical, electrical, plumbing and life safety systems.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

4. **Using Agency:** Mississippi Valley State University
Number: GS# 106-269
Title: Preplan Student Union Expansion and Renovation
Location: Itta Bena, Mississippi
Preplanning Budget: \$375,000.00
Funding Sources: Senate Bill 3065 Laws of 2019
Professional Fee: C+ (estimated fees \$1,009,602.55)
Professional: McCarty Architects Professional Association (Tupelo, Mississippi)

Scope: Preplanning through the Design Development Phase for the expansion and comprehensive renovations to the Jacob Aaron Student Union, including the Delta Sands Motel wing, on the MVSU main campus. This two-story, 51,120 square foot structure, constructed in 1960, has not seen any significant improvements in over 50-plus years. The facility currently contains common areas, game rooms, retail stores, support spaces and a laundry. The scope of this endeavor will include new construction, envelope repairs/modifications, general renovations and some reconfiguration of the interior to tie multiple components into one comprehensive student union complex that will support the needs of the student body. ADA, mechanical, electrical, plumbing and life safety systems improvements will also need to be addressed as part of this endeavor. Due to potential Mississippi Landmark eligibility, coordination with the Mississippi Department of Archives and History will be required. A pre-qualification process may also be used to assist in the selection of general contractors and major subcontractors experienced in historic preservation projects.

Staff Recommendation: This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

C. BOB Staff Approvals Reported to the Board

D. DFA Deputy Director's Report

- Pending Legislation – HB 95, SB 2103

E. RPM New Leases

1. Requesting Agency: Mississippi Department of Corrections

Lease #: 170-531-23A

Lessor: Jimmy Brown

Term: 04-01-2020 thru 03-31-2023

Total Yearly Cost: \$31,968.00

Cost PSF: 10.50 + Utilities & Janitorial

Previous Cost PSF: N/A

Total Space per Occupant: 234 sq. ft.

Federal Funds: 0%

Address of Property: 110-112 North Lafayette Street, Starkville, MS.

Purpose of Lease: This location will be the Parole and Probation office for Oktibbeha County.

Note: The Agency advertised and received two responses. The lower response of the two was selected. This is a three (3) year lease with no renewals. No objections to the bid were received.

Staff Recommendations: This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease.

F. RPM Succeeding Leases

1. Requesting Agency: Mississippi Department of Employment Security

Lease #: 260-551-23A

Lessor: Trebig Wildwood, LLC

Term: 04-01-2020 thru 03-31-2023

Total Yearly Cost: \$100,104.00

Cost PSF: \$14.30 + Utilities & Janitorial

Previous Cost PSF: \$14.30 + Utilities & Janitorial

Total Space per Occupant: 700

Federal Funds: 100%

Square Footage Proposed: 7,000 sq. ft.

Previous Square Footage: 7,000 sq. ft.

Address of Property: 2005 Wildwood Road, Picayune, MS.

Purpose of Lease: This location will be the Picayune WIN Job Center. The Picayune WIN Job Center allows job seekers the opportunity to use the computer lab for job searches, resume

submissions, and other job related search needs. This office also partners with Pearl River Community College and houses a full-time Adult Basic Education instructor that conducts classes at the WIN Job Center facility. Approximately 900-1000 job seekers are seen at the center every month.

Note: This is a three (3) year lease with no renewals. MDES asks for a waiver on the Space Efficiency Allowance due to fact that the original lease was signed prior to the policy taking effect.

Staff Recommendations: This request has been reviewed for compliance by DFA staff, and upon the granting of the waiver for the Space Efficiency Allowance, MDES will have complied with all rules, regulations and legal requirements. RPM recommends the approval of this lease.

2. Requesting Agency: Mississippi Department of Corrections

Lease #: 170-461-23A

Lessor: Anderson Engineering

Term: .04-01-2020 thru 03-31-2023

Total Yearly Cost: \$15,183.00

Cost PSF: \$7.00 + Utilities & Janitorial

Previous Cost PSF: \$7.00 + Utilities & Janitorial

Total Space per Occupant: 241sq. ft.

Federal Funds: 0%

Square Footage Proposed: 2,169 sq. ft.

Previous Square Footage: 2,169 sq. ft.

Address of Property: 346 Second Street, Columbia, MS.

Purpose of Lease: This location will be the Probation & Parole office for Marion County.

Note: This is a three (3) year lease with no renewals.

Staff Recommendations: This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease.

3. Requesting Agency: Mississippi Department of Corrections

Lease #: 170-251-25C

Lessor: Hunter Slay

Term: 04-01-2020 thru 03-31-2025

Total Yearly Cost: \$38,280.00

Cost PSF: \$3.48 + Utilities & Janitorial

Previous Cost PSF: \$3.48 + Utilities & Janitorial

Total Space per Occupant: N/A

Federal Funds: 0%

Square Footage Proposed: 11,000 sq. ft.

Previous Square Footage: 11,000 sq. ft.

Address of Property: 429 South Gallatin Street, Jackson, MS

Purpose of Lease: This location serves as the Hinds Restitution Center, a community based correctional facility for 75 male offenders sentenced there as a condition of probation as an alternative to incarceration.

Note: This is a five (5) year lease with no renewals.

Staff Recommendations: This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease.

G. RPM Amended Leases

1. Requesting Agency: Mississippi State Personnel Board

Lease #: 650-251-26A

Lessor: Hertz Jackson One, LLC.

Term: 06-01-2021 thru 06-30-2026

Total Yearly Cost: \$286,227.96

Cost PSF: \$13.04 Inclusive

Previous Cost PSF: \$13.04 Inclusive

Total Space per Occupant: 562

Federal Funds: 0%

Square Footage Proposed: 21,950

Previous Square Footage: 21,950

Address of Property: 210 E. Capitol Street, Jackson, MS.

Purpose of Lease: The Mississippi State Personnel Board is the central personnel agency for state government. MSPB is responsible for human capital and workforce management for state agencies, boards and commissions. MSPB is also responsible for providing state agencies with the proper training for employees to ensure a quality workforce. MSPB utilizes two classrooms. One classroom also serves as a boardroom for monthly meetings. The classrooms are utilized between 18-20 days per month. The current location allows MSPB to be in the downtown capitol complex area and facilitates MSPB in fulfilling our mission at a competitive rate.

Note: This is a five (5) year lease with no renewals. MSPB asks for a waiver on the Space Efficiency Allowance due to fact that the original lease was signed prior to the policy taking effect. MSPB also asks for a waiver on section 200.5 of the State Leasing Manual that restricts leases from being renewed more than 12 months prior to the current lease expiration date.

Amendments to the original lease are as follows:

1. Extend lease through June 30, 2026.
2. Lessor will replace all carpet in Suite 800 on the 8th floor.
3. Floor plan changes as shown in Exhibit A (attached).
4. The parties acknowledge that Section 3 of the original lease has previously been revised to 21,950 rentable square feet.

Staff Recommendations: This request has been reviewed for compliance by DFA staff, and upon the granting of the waiver for the Space Efficiency Allowance and section 200.5 of the State Leasing Manual, MSPB will have complied with all rules, regulations and legal requirements. RPM recommends the approval of this lease.

H. Parchman Farmland Assignments

1. Consider a request from Mississippi Department of Corrections to assign/sub-lease approximately 227 acres of tract 5 (fields 4,5,6,7,8,9) located in the Mississippi State Penitentiary Farmland in Sunflower County, Mississippi, from William E. Livingston to Joshua Chandler, for the 2020 crop year per paragraph 18 of the original lease regarding assignments. All terms and conditions, including the yearly rental amounts per acre will remain the same as in the original lease between the Lessee and the State of Mississippi. The Lessee and Assignee will both be responsible for the tract(s) until expiration of the lease term which is January 14th, 2021. Should the PPRB decide not to approve the Assignment/Sub-Lease, the Lessee will retain the tract(s) completely. The total yearly amount of the assigned leases is \$14,755.73.

Staff Recommendations: This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease assignment.

2. Consider a request from Mississippi Department of Corrections to assign/sub-lease approximately 692.07 acres of tracts 16 & 18 located in the Mississippi State Penitentiary Farmland in Sunflower County, Mississippi, from Orlando Simon & Marcus Johnson to O & M Farms, for the 2020 crop year per paragraph 18 of the original lease regarding assignments. All terms and conditions, including the yearly rental amounts per acre will remain the same as in the original lease between the Lessee(s) and the State of Mississippi. The Lessee(s) and Assignee will both be responsible for the tract(s) until expiration of the lease term which is January 14th, 2021. Should the PPRB decide not to approve the Assignment/Sub-Lease, the Lessee(s) will retain the tract(s) completely. The total yearly amount of the assigned leases is \$49,412.10.

Staff Recommendations: This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease assignment

I. RPM Director's Report

- Report on Parchman State Penitentiary Farmland Revenue/Acres Leased

VI. DFA Office of Personal Service Contract Review (OPSCR)

A. Petitions for Relief from Competitive Sealed Bidding

1. **Requesting Agency:** Mississippi Department of Marine Resources
RFx Number: 3180001016
Procurement Request: Request for Proposals
Anticipated Term: Two (2) years with no renewals
Anticipated Contract Amount: \$150,000.00
Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. § 31-7-403(4) for the competitive procurement of a vendor to treat non-native, invasive vegetation on 152 acres of property within the National Estuarine Research Reserve (NERR). The vendor

will provide treatment when environmental conditions and target species phenology are most favorable to ensure elimination or control of designated non-native invasive vegetation. The Agency contends the use of an IFB is neither practicable nor advantageous as the service requires skilled technicians with expertise in controlling invasive species throughout coastal wetlands. Invasive mapping conducted in 2019 identified harmful invasive species. Continued control methods are necessary to keep these harmful invasive species from spreading. The respondents will be evaluated based on technical, cost, management and price factors. The technical factors will be weighted at thirty (30) points or 30%, cost factors will be weighted at ten (10) points or 10%, management factors will be weighted at twenty-five (25) points or 25%, and price will be weighted at thirty-five (35) points or 35%.

Staff Recommendation: Granting of the Agency's Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. § 31-7-403(4), approval of the Agency's request to use a Request for Proposals as the procurement method to select one vendor to treat non-native, invasive vegetation within the NERR.

2. **Requesting Agency:** Mississippi Department of Education

RFx Number: 3180001005

Procurement Request: Request for Proposals

Anticipated Term: One (1) year with four (4) optional one-year renewals

Anticipated Contract Amount: \$1,000,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. § 31-7-403(4) for the competitive procurement of one vendor to provide food services for students, faculty, and staff of the Mississippi Schools for the Blind and Deaf (MSBD). The Agency contends the use of an IFB is neither practicable nor advantageous because the scope of work requires unique expertise in providing nutrition to students with gluten sensitivity and/or other food allergies. MSBD does not have knowledgeable staff to handle these services. The respondents will be evaluated based on technical, management, and cost factors. The technical factors will be weighted at thirty (30) points or 30%, management factors will be weighted at thirty (30) points or 30%, and price will be weighted at forty (40) points or 40%.

Staff Recommendation: Granting of the Agency's Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. § 31-7-403(4) and approval of the Agency's request to use a Request for Proposals as the procurement method to select one vendor to provide food services for MSBD.

3. **Requesting Agency:** DMH – Mississippi State Hospital

RFx Number: 3180001018

Procurement Request: Request for Proposals

Anticipated Term: Four (4) years with one (1) optional one-year renewal

Anticipated Contract Amount: \$14,500,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. §31-7-403(4) for the competitive procurement of one vendor to provide Food Service Management. The Agency contends the use of an IFB is neither practicable nor advantageous, as the service requires knowledge in institutional food preparation, food management, and knowledge of food

service regulations/standards to include MS Department of Health Minimum Standards for Psychiatric Hospitals, MS Department of Health Minimum Standards for institutions for the aged or infirm, Center for Medicare & Medicaid Services, Mississippi Academy of Nutrition and Dietetics, Food and Nutrition Board of the National Research Council of the National Academy of Science, and the Joint Commission Dietary Standards 2020 to ensure production of high quality meals for Mississippi State Hospital patients and staff. The respondents will be evaluated based on technical, cost and management factors. Technical factors will be weighted at ten percent (10%) or 10 points, cost factors will be weighted at thirty-seven and one half percent (37.5%) or 37.5 points (which includes an individual weight of thirty-five percent (35%) or 35 points for price), and management factors will be weighted at a combined fifty-two and one half percent (52.5%) or 52.5 points.

Staff Recommendation: Granting of the Agency's Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. §31-7-403(4) and approval of the agency's request to use a Request for Proposals as the procurement method to select a vendor to provide high quality meals for Mississippi State Hospital patients and staff.

4. Requesting Agency: Mississippi Department of Child Protection Services

RFx Number: 3180001030

Procurement Request: Request for Qualifications

Anticipated Term: Four (4) years with one (1) optional one-year renewal

Anticipated Contract Amount: \$10,000,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. § 31-7-403(4) for the competitive procurement of comprehensive residential Group Home services for children and youth in MDCPS custody ages ten to twenty years. The purpose of the Group Home is to provide an environment and services that will help children and their families develop the necessary skills to support lasting permanency, including but not limited to, ensuring the youth have access to health care services, develop age appropriate independent living skills, and secure meaningful employment and a steady source of income. The goal for the children and youth in group home care is lasting permanency through reunification, relative care, adoption, and guardianship. The Agency contends that the room and board rates are set by the MDCPS Finance Department and are dictated by the 2nd Modified Mississippi Settlement Agreement and Reform Plan. As such the Agency is soliciting qualifications to provide the services at the rates set by MDCPS. Based on the number of current contracts for Group Homes, the Agency anticipates multiple contracts will be issued as a result of this RFQ. The respondents will be evaluated based on technical, cost and management factors. The technical factors will be weighted at (29%) or 29 points, management factors will be weighted at (35%) or 35 points, and cost factors will be weighted at (36%) or 36 points.

Staff Recommendation: Granting of the Agency's Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. §31-7-403(4) and approval of the Agency's request to use a Request for Qualifications as the procurement method to select a vendor to serve as a Group Home provider.

5. **Requesting Agency:** Mississippi Department of Child Protection Services

RFx Number: 3180001022

Procurement Request: Request for Qualifications

Anticipated Term: Four (4) years with one (1) optional one-year renewal

Anticipated Contract Amount: \$11,000,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. §31-7-403(4) for the competitive procurement of Emergency Shelter residential services as a short-term interim placement resource in a 45 day maximum period in accordance with the “2nd Modified Mississippi Settlement Agreement and Reform Plan”. The Provider shall assist MDCPS staff in assessing each child and family’s situation, in hopes to develop an individualized treatment service plan to expedite reunification whenever safely possible, or identify the most appropriate next placement for the child so that a permanent exit is more likely from the next placement. The Agency contends that the room and board rates are set by the MDCPS Finance Department and are dictated by the 2nd Modified Mississippi Settlement Agreement and Reform Plan. As such the Agency is soliciting qualifications to provide the services at the rates set by MDCPS. Based on the number of current contracts for Emergency Shelter, the Agency anticipates multiple contracts will be issued as a result of this RFQ. The respondents will be evaluated based on technical, cost and management factors. The technical factors will be weighted at (29%) or 29 points, management factors will be weighted at (35%) or 35 points, and cost factors will be weighted at (36%) or 36 points.

Staff Recommendation: Granting of the Agency’s Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. §31-7-403(4) and approval of the Agency’s request to use a Request for Qualifications as the procurement method to select a vendor to serve as an Emergency Shelter provider.

6. **Requesting Agency:** Mississippi Department of Child Protection Services

RFx Number: 3180001021

Procurement Request: Request for Qualifications

Anticipated Term: Four (4) years with one (1) optional one-year renewal

Anticipated Contract Amount: \$30,000,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. §31-7-403(4) for the competitive procurement of Therapeutic Foster Care comprehensive residential services for children from the ages of birth to twenty years old, with at least moderate emotional, behavioral, medical, and developmental problems including impulsive behaviors, aggression, runaway episodes, sexually active behaviors, and alcohol & drug misuse. The goal for the children and youth in therapeutic foster care is lasting permanency through reunification, relative care, adoption, and guardianship. The Agency contends that the room and board rates are set by the MDCPS Finance Department and are dictated by the 2nd Mississippi Modified Settlement Agreement. As such, the Agency is soliciting qualifications to provide the services at the rates set by MDCPS. Based on the number of current contracts for Therapeutic Foster Care Homes, the Agency anticipates multiple contracts will be issued as a result of this RFQ. The respondents will be evaluated based on technical, cost and management factors. The

technical factors will be weighted at (29%) or 29 points, management factors will be weighted at (35%) or 35 points, and cost factors will be weighted at (36%) or 36 points.

Staff Recommendation: Granting of the Agency's Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. §31-7-403(4) and approval of the Agency's request to use a Request for Qualifications as the procurement method to select a vendor to serve as a Therapeutic Foster Care provider.

7. **Requesting Agency:** Mississippi Department of Child Protection Services

RFx Number: 3180001031

Procurement Request: Request for Qualifications

Anticipated Term: Four (4) years with one (1) optional one-year renewal

Anticipated Contract Amount: \$11,000,000.00

Summary of Request: The Agency has submitted a Petition for Relief from the use of an Invitation for Bids (IFB) as the procurement method as allowed by Miss. Code Ann. §31-7-403(4) for the competitive procurement of Therapeutic Group Home comprehensive residential services for children ages ten to twenty years who are unable to live at home, or with a resource family who have at least moderate emotional, behavioral, medical, or developmental problems including impulsive behaviors, aggression, runaway episodes, sexually active behaviors, and alcohol & drug misuse. The Therapeutic Group Home Program shall be designed for children and youth in need of twenty-four hour care & integrated planning, will remain involved in community-based schools, and participate in recreational activities with appropriate supervision. The goal for the children and youth in therapeutic group homes is lasting permanency through reunification, relative care, adoption, and guardianship. The Agency contends that the room and board rates are set by the MDCPS Finance Department and are dictated by the 2nd Mississippi Modified Settlement Agreement. As such the Agency is soliciting qualifications to provide the services at the rates set by MDCPS. Based on the number of current contracts for Therapeutic Foster Care Homes, the Agency anticipates multiple contracts will be issued as a result of this RFQ. The respondents will be evaluated based on technical, cost and management factors. The technical factors will be weighted at (29%) or 29 points, management factors will be weighted at (35%) or 35 points, and cost factors will be weighted at (36%) or 36 points.

Staff Recommendation: Granting of the Agency's Petition for Relief from competitive bidding requirements as allowed by Miss. Code Ann. §31-7-403(4) and approval of the Agency's request to use a Request for Qualifications as the procurement method to select a vendor to serve as a Therapeutic Group home.

B. Consideration of Contracts for Board Action

1. **Requesting Agency:** Mississippi Department of Human Services

Supplier: Pendleton Security Service, Inc.

Contract #: 8200044480

Term: 06/01/2019 – 05/31/2022

Total Value: \$654,969.03

Summary of Request: The term of the original contract was one year with two optional two-year renewals. Amendment One has been submitted to renew the contract for the first two-

**Renewal
\$436,646.02**

year optional renewal allowed by the original contract. The Contractor provides interior and exterior uniformed armed security guard services at 750 North State Street and 200 South Lamar Street MDHS locations. The contractor was originally selected through an IFB. Amendment One updates the Period of Performance, Consideration and Method of Payment, Stop Work Order, Notices, and Priority clauses. All other terms and conditions of the original contract remain the same.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract renewal as requested.

Projected Budget for Life of the Contract: \$1,091,615.05

2. **Requesting Agency:** Mississippi Department of Education

Supplier: Curriculum Associates, LLC

Contract #: 8200048332

Term: 01/09/2020 – 06/30/2021

Total Value: \$134,971.96

Renewal
\$37,406.80

Summary of Request: The term of the original contract was approximately six months with four optional one-year renewals. Modification One has been submitted to exercise the first optional renewal allowed by the original contract. The Contractor provides a Comprehensive Early Learning Assessment/Screening (CELA/S) tool on an annual basis that is used throughout the district to evaluate and assess the effectiveness of pre-kindergarten (pre-k) classrooms. The Contractor was originally selected through an RFP. The original contract was approved at the December 2019 PPRB meeting. Modification One updates the Period of Performance, Priority, Termination in the Event of Employment, Background Checks, Budget Narrative and Compensation and Financial Reports clauses. All other terms and conditions of the original contract remain the same. Proof of the regulatory board's approval (State Board of Education) and updated performance bond must be received by the Agency prior to processing the contract renewal. This Board met on February 20, 2020.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract renewal as requested contingent upon proof of regulatory board's approval.

Projected Budget for Life of the Contract: \$247,192.36

3. **Requesting Agency:** Mississippi Department of Wildlife, Fisheries, and Parks

Supplier: Wiregrass Ecological Associates

Contract #: 8200047855

Term: 03/04/2020 – 03/03/2021

Total Value: \$116,690.00

New
\$116,690.00

Summary of Request: The term of the contract is one year with three optional one-year renewals. The Contractor will collect field data and develop a coastal invasive species inventory and management plan for the Agency. The Contractor will be paid \$15.00 per Invasive Species Only Plot, \$29.00 per Invasive Species and Timber Plot, and \$5,000.00 for the Ward Bayou Wildlife Management Area Invasive Species Management Plan. The

Contractor was selected through an IFB with three respondents. The Agency requests exceptions to Sections 3-202.08.1 and 3-202.08.2 for failure to treat the Question and Answer document as an amendment and not obtaining signature for Acknowledgement of Amendments and for not posting the amendment onto the Agency's website. As the Question and Answer document was posted on the Mississippi Procurement Opportunity Search Portal (hereinafter "Portal") and prospective contractors were notified in the IFB that said documents would be posted to the Portal, OPSCR does not have concerns regarding competition, fairness, and transparency of this procurement.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract as requested.

Projected Budget for Life of the Contract: \$466,670.00

4. **Requesting Agency:** Mississippi Department of Education

Supplier: Michael D. Kent

Contract #: 103677

Term: 07/01/2017 – 06/30/2020

Total Value: \$334,968.12

Modification

\$1,319.94

Summary of Request: The term of the original contract was one year with three optional one-year renewals. Modification Three has been submitted to increase the amount of the contract by \$1,319.94 as a result of the PERS Board of Trustees increasing the employer contribution rate from 15.75% to 17.4% effective July 1, 2019. Mr. Kent is a Contract Worker. He performs administrative duties for the Office of Academic Education. He is a PERS retiree. He is paid \$76.92 per hour not to exceed 20 hours per week. The total requested FY 2020 spending authority is \$112,536.00, which is comprised of \$79,996.80 for personal services, \$6,119.76 for FICA, \$13,919.44 for PERS, and \$12,500.00 for travel. The Contract Worker was originally selected through an RFQ. Modification Two was approved at the March 2019 PPRB meeting. Modification Three updates the Priority, Compensation and Financial Reports, and Budget Narrative clauses. All other terms and conditions of the original contract remain the same. Proof of the regulatory board's approval (Mississippi State Board of Education) must be received from the Agency prior to processing the contract. This Board meets on February 20, 2020.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract modification as requested contingent upon proof of regulatory board approval.

Projected Budget for Life of the Contract: \$447,504.12

5. **Requesting Agency:** Mississippi Department of Education

Supplier: Michael D. Kent

Contract #: 103677

Term: 07/01/2017 – 06/30/2021

Total Value: \$447,504.12

Renewal

\$112,536.00

Summary of Request: The term of the original contract was one year with three optional one-year renewals. Modification Four has been submitted to exercise the last optional renewal allowed by the original contract. Mr. Kent is a Contract Worker. He performs administrative duties for the Office of Academic Education. He is a PERS retiree. He is paid \$76.92 per hour not to exceed 20 hours per week. The total requested FY 2021 spending authority is \$112,536.00, which is comprised of \$79,996.80 for personal services, \$6,119.76 for FICA, \$13,919.44 for PERS, and \$12,500.00 for travel. Other than the amount associated for PERS, the budget for this Contract Worker is consistent with previous fiscal years. The Contract Worker was originally selected through an RFQ. Modification Two was approved at the March 2019 PPRB meeting. Modification Four updates the Period of Performance, Priority, Compensation and Financial Reports, and Budget Narrative clauses. All other terms and conditions of the original contract remain the same. Proof of the regulatory board's approval (Mississippi State Board of Education) must be received from the Agency prior to processing the contract. This Board meets on February 20, 2020.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract renewal as requested contingent upon proof of regulatory board approval.

Projected Budget for Life of the Contract: \$447,504.12

6. **Requesting Agency:** DMH – Ellisville State School

Supplier: Waste Services of Hattiesburg, LLC d/b/a Santek Waste Services, LLC

Contract #: 8200050212

Term: 04/02/2020 – 04/01/2021

Total Value: \$99,204.00

**New
\$99,204.00**

Summary of Request: The term of the contract is one year with four optional one-year renewals. The Contractor will provide waste management services, which includes pick up and disposal of all solid waste. The Contractor was selected through an RFP with four respondents. The Agency requests an exception to PPRB OPSCR Rules and Regulations Section 3-202.13.2 for not deeming B Clean Environmental non-responsive as their proposal failed to conform to all material aspects of the RFP. As the vendor erroneously considered was not awarded a contract, OPSCR staff does not have concerns regarding competition, fairness, and transparency. Proof of the regulatory board's approval (Board of Mental Health) must be received from the Agency prior to processing the contract. The Board of Mental Health meets on March 19, 2020.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and upon granting of exception to Section 3-202.13.2 will comply with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends granting of the exception to Section 3-202.13.2 and approval of the contract as requested contingent upon receipt of the required regulatory board's approval.

Projected Budget for Life of the Contract: \$496,020.00

7. **Requesting Agency:** Division of Medicaid

Supplier: LaunchPoint Ventures, LLC (formerly DataMetrix, Inc.)

Contract #: 8200045428/8200030999

Term: 04/01/2017 – 03/31/2021

Total Value: \$8,166,600.00

**Renewal
\$0.00**

Summary of Request: The term of the original contract was three years with two optional one-year renewals. Amendment Two has been submitted to exercise the first optional renewal allowed by the original contract. The Agency requests no additional spending authority because only \$134,705.51 has been expended. The Contractor provides Medicaid recovery audit services to identify and facilitate recovery of improper payments made by DOM and managed care organizations as federally required by Centers for Medicare and Medicaid Services. The Contractor is paid 15.2% of the recovered funds. The Contractor was originally selected through an RFP. Amendment One was staff approved with authority granted to approve the assignment (from DataMetrix, Inc. to LaunchPoint Ventures, LLC) of a previously approved contract that did not alter any other contract terms or conditions; while the original contract was statutorily approved at the March 2017 PSCR meeting. Amendment Two updates the Entire Agreement, Period of Performance, and Termination for Default clauses. All other terms and conditions of the original contract remain the same. Proof of the vendor's updated required workers' compensation, professional liability, general liability against bodily injury or death, and property damage and fire insurance certifications must be received from the agency prior to processing the contract renewal.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract renewal as requested contingent upon receipt of the vendor's updated required workers' compensation, professional liability, general liability, and property damage and fire insurance certifications.

Projected Budget for Life of the Contract: \$11,923,236.00

C. **Emergency Contracts Reported to the Board for Calendar Year 2020**

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.

There are no emergency contracts to report at this time.

D. Mississippi Veterans Affairs f/k/a State Veterans Affairs Board State Veterans Homes Service Contracts

Pursuant to Senate Bill 2723 (2019 Regular Session) when procuring contracts to operate and provide services to state veterans homes, the Mississippi State Veterans Affairs Board decisions supersede any rule or regulation of the Public Procurement Review Board to the contrary. OPSCR staff processed the contracts in MAGIC upon receipt and reviewed this contract for technical compliance. OPSCR will notify the Agency of any problems found during the review, however it is the responsibility of the Agency to correct any errors. These 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.

1. Requesting Agency: Mississippi Veterans Affairs f/k/a State Veterans Affairs Board

Supplier: Cory F. Johnson

Contract #: 114480/118649

Term: 04/17/2019 – 06/30/2020

Total Value: \$98,500.00

Modification

\$36,000.00

Summary of Request: The term of the original contract remains one year. Modification One has been submitted to increase the amount of the contract by \$36,000.00. Mr. Johnson is a Contract Worker. He provides nursing care for the Jackson Veterans Home. He is paid \$33.00 per hour. The Agency has been advised to add a not to exceed amount to the contract and to add the breakdown of personal services and FICA. This modification is exempt from purview of PPRB OPSCR as allowed by Senate Bill 2723, which states, "The State Veterans Affairs Board may contract with nongovernmental entities or the United States Department of Veterans Affairs to operate and provide services to state veterans homes....The provisions of this paragraph shall supersede any rule or regulation of the***Public Procurement Review Board to the contrary."

E. Department of Finance and Administration Aircraft Maintenance Contracts

Pursuant to Senate Bill 2918 (2019 Regular Session) when procuring aircraft maintenance, parts, equipment and/or services, the Department of Finance and Administration contracts are exempt from the requirements of Section 27-104-7(2)(f). OPSCR staff processed the contract in MAGIC upon receipt and reviewed this contract for technical compliance. OPSCR will notify the Agency of any problems found during the review, however it is the responsibility of the Agency to correct any errors. These 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 contract procurement or executed contract 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.

1. Requesting Agency: Department of Finance and Administration

Supplier: Elliott Aviation of the Quad Cities, Inc.

Contract #: 8200049551

Term: 02/01/2020 – 05/31/2020

Total Value: \$202,810.00

New

\$202,810.00

Summary of Request: The term of the contract is four months with no optional renewal. The Contractor will provide the Beechcraft King Air 350 general maintenance and inspection services. The Agency requests \$202,810.00 in spending authority, which is comprised of \$117,810.00 for general maintenance and inspection services and \$85,000.00 for approved repairs not listed in the IFB but deemed necessary during the inspections and limited to the IFB scope of work. The Contractor was selected through an IFB with one respondent. This procurement is exempt from purview of PPRB OPSCR as allowed by Miss. Code Ann. § 61-13-5, which states “The Department of Finance and Administration is hereby exempt from the requirements of § 27-104-7(2)(f) when procuring aircraft maintenance, parts, equipment, and/or services. It shall be the responsibility of the Executive Director of the Department of Finance and Administration to ensure commercially reasonable practices, including competitive pricing and superb industry maintenance standards. The selection process of maintenance facility shall consider: their capability and experience, the scope of work, the cost and the length of the time the aircraft will be out of service.”

F. OPSCR Staff Approvals Reported to the Board

G. OPSCR Director’s Report

- OPSCR Legislation (HB 175, HB 502, HB 617, HB 848, SB 2215, SB 2218, SB 2259)
- Update on February 21, 2020 Training
- 2020 NASPO Exchange Conference – March 24-26

VII. Other Business

VIII. Adjournment

Attachment A

OPTFM

January 22, 2020 – February 22, 2020

Staff Approvals

**PUBLIC PROCUREMENT REVIEW BOARD
OPTFM STAFF APPROVALS
JANUARY 22, 2020- FEBRUARY 22, 2020**

| (P-1) CONTRACT# | AGENCY | VENDOR | REQUEST TYPE | COMMODITY | ACTION | AMOUNT |
|-----------------|--|----------------------------------|--|--|--------------|---|
| 1 | MS DEPT OF PUBLIC SAFETY | VAN'S DEER PROCESS & SPORT GOODS | QUOTES | RIFLE SCOPES (TRADE IN) | MODIFICATION | \$4,800.00 |
| 2 | MS DEPT OF WILDLIFE, FISHERIES & PARKS | WARMWATER POND MANAGEMENT INC | STATUTORY EXEMPTIONS | CATFISH | NEW | \$125,281.25 |
| 3 | MS DEPT OF TRANSPORTATION | WARREN PAVING INC | COMPETITIVE RFX | CRUSHED AGGREGATES | MODIFICATION | \$1,000,000.00 |
| 4 | UNIVERSITY OF SOUTHERN MS | SEAFLOOR SYSTEMS INC. | COMPETITIVE BID | MULTIBEAM ECHOSOUNDER SYSTEM | NEW | \$71,261.00 |
| 5 | MS DEPARTMENT OF MARINE RESOURCES | J & W MARINE ENTERPRISES, INC. | COMPETITIVE RFX | FURNISH AND DEPLOY OYSTER SHELLS IN THE MS SOUND AND BILOXI BAY | NEW | \$499,980.00 |
| 6 | MS DEPARTMENT OF MARINE RESOURCES | J & W MARINE ENTERPRISES, INC. | COMPETITIVE RFX | FURNISH AND DELPOY CLUTCH MATERIALS IN THE MS SOUND AND BILOXI BAY | NEW | \$499,950.00 |
| 7 | MSU | H & R. AGRI-POWER | RFP/ COMPETITIVE BID | EXPERIMENTAL IRRIGATION SYSTEM #1 | MODIFICATION | Original; \$146,152.31, Revised \$159,179.73 |
| 8 | UMMC | FISHER SCIENTIFIC COMPANY LLC | GPO PURCHASE WITH TRADE IN (OREQ) | UTILITY FREEZER | NEW | \$12,510.00 |
| 9 | ELLISVILLE STATE SCHOOL | PERSONAL PHARMACY CARE, LLC | OPEN PURCHASE ORDER | PHARMACY PRODUCTS | MODIFICATION | \$11,300.00 |
| 10 | MS DEPARTMENT OF MARINE RESOURCES | SUZUKI MOTOR OF AMERICA, INC. | COMPETITIVE RFX (EXEMPTION FROM REVERSE AUCTION) | FURNISH AND DELIVER SIX (6) BOAT MOTORS | MODIFICATION | \$91,365.00 |

**PUBLIC PROCUREMENT REVIEW BOARD
OPTFM STAFF APPROVALS
JANUARY 22, 2020- FEBRUARY 22, 2020**

| | | | | | | | |
|----|------------|---------------------------------|----------------------------------|-----------------------------------|---|--------------|-------------------------------------|
| 22 | 8200036906 | MS DEPT OF PUBLIC SAFETY | APPLIED CONCEPTS INC | COMPETITIVE RFX | KA-BAND RADARS | MODIFICATION | \$158,900.00 |
| 23 | 8200049951 | PITNEY BOWES INC | PITNEY BOWES INC | COMPETITIVE PURCHASING AGREEMENTS | MAILING EQUIPMENT | NEW | \$76,549.80 |
| 24 | 8200050015 | MS DEPT OF TRANSPORTATION | RICOH USA INC | COMPETITIVE PURCHASING AGREEMENTS | COPIERS | NEW | \$158,445.36 |
| 25 | 8200044804 | MS DEPT OF TRANSPORTATION | WARREN INC | COMPETITIVE RFX | DUMP BODIES | MODIFICATION | \$1,037,500.00 |
| 26 | 8200050029 | MS DEPT OF TRANSPORTATION | RICOH USA INC | COMPETITIVE PURCHASING AGREEMENTS | COPIERS | NEW | \$158,445.36 |
| 27 | 4600001882 | MISSISSIPPI MILITARY DEPARTMENT | MERCHANT | OPEN P O | NON PERISHABLE FOOD | NEW | \$6,000.00 |
| 28 | 4600001881 | MISSISSIPPI MILITARY DEPARTMENT | CRUMBLEY FOOD SERVIC | OPEN P O | NON PERISHABLE FOOD | NEW | \$6,000.00 |
| 29 | 3180000982 | MS STATE DEPARTMENT OF HEALTH | UNKNOWN | EXEMPTION FROM REVERSE AUCTION | FOOD/NUTRITIONAL PRODUCTS FOR WIC PROGRAM | NEW | \$30,000,000.00- \$35,000,000.00 |
| 30 | 3180000981 | ELLISVILLE STATE SCHOOL | UNKNOWN | EXEMPTION FROM REVERSE AUCTION | WHEELCHAIR PARTS AND ACCESSORIES AND ADAPTIVE EQUIPMENT | NEW | \$450,000.00 |
| 31 | 8200050057 | UMMC | GAUMARD SCIENTIFIC COMPANY, INC. | COMPETITIVE SEALED BID | IFB 7033 CLINICAL CHLOE PATIENT CARE SIMULATOR | NEW | \$59,360.00 |

Attachment B

OPTFM

Sole Source Approvals

**PUBLIC PROCUREMENT REVIEW BOARD
OPTFM SOLE SOURCE APPROVALS CALENDAR YEAR 2020**

| (P-1) CONTRACT # | AGENCY | VENDOR | REQUEST TYPE | COMMODITY | AMOUNT | DATE RECEIVED | ACTION | SOLE SOURCE JUSTIFICATION |
|---------------------|---------------------------|-----------------------------------|--------------|---|--------------|---------------|--------|---|
| 1 | UNIVERSITY OF MS | WATERS TECHNOLOGIES CORPORATION | SOLE SOURCE | XEVO TQ-S MASS SPEC DETECTOR FOR RESEARCH PURPOSES | \$151,612.24 | 12/18/19 | NEW | FROM SSD FORM; COMPATIBILITY. THE DETECTOR HAS TO BE COMPATIBLE WITH THE WATERS MASSLYNX SOFTWARE WHICH CONTROLS BOTH THE UPLC AS WELL AS THE DETECTOR. IT IS STATED THAT THIS EQUIPMENT IS NEEDED FOR RESEARCH PURPOSES. |
| 2 | UMMC | COMPASS MEDICAL TECHNOLOGIES, INC | SOLE SOURCE | TSA 2 THERMOSENSORY STIMULATOR; ALGOMED COMPUTERIZED ALGOMETRY SYSTEM | \$37,450.00 | 12/20/19 | NEW | FROM P1 SHORT CONTRACT DESCRIPTION, NOTES; IT IS ALSO THE ONLY THERMOSENSORY STIMULATOR THAT OFFERS FDA CLEARANCE AND CSA SAFETY CERTIFICATION THAT IS NEEDED FOR THEIR RESEARCH PURPOSES |
| 3 | UNIVERSITY OF MS | RIGAKU AMERICAS CORPORATION | SOLE SOURCE | XTALAB SYNERGY-S DIFFRACTION SYSTEM (DUAL MICRO-FOCUS SOURCE) | \$384,252.00 | 12/20/19 | NEW | FROM SSD FORM; THIS IS THE ONLY INSTRUMENT THAT HAS AN INTEGRATED HPC DETECTOR AND THIS IS NEEDED TO MEET THEIR RESEARCH GOALS. |
| 4 | UMMC | DATA SCIENCES INTERNATIONAL, INC. | SOLE SOURCE | SMALL RODENT MONITORING DEVICE WITH UPDATED INTERFACE AND SOFTWARE | \$18,835.87 | 12/27/19 | NEW | FROM P1 SHORT CONTRACT DESCRIPTION, NOTES; COMPATIBILITY: PURCHASE OF THIS UPGRADED SYSTEM AND COMPONENTS WILL ALLOW COMPATIBILITY WITH CURRENT TELEMETRY DEVICES. |
| 5 | UNIVERSITY OF SOUTHERN MS | KEYSIGHT TECHNOLOGIES INC. | SOLE SOURCE | N9020B MXA SIGNAL ANALYZER | \$53,679.35 | 1/6/20 | NEW | FROM SSD FORM; THIS SYSTEM IS FOR RESEARCH IN ORDER TO TEST THE NOISE SIGNALS FROM OUR ORGANIC INFRARED PHOTODIODES AND PHOTOCONDUCTORS. THIS INSTRUMENT IS THE ONLY ONE COMPATIBLE WITH OUR EXISTING TESTING SYSTEMS AND SOFTWARE. |

**PUBLIC PROCUREMENT REVIEW BOARD
OPTFM SOLE SOURCE APPROVALS CALENDAR YEAR 2020**

| | | | | | | | | | |
|----|------------|--------------------------|------------------------------|-------------|--|--------------|---------|--------------|---|
| 10 | 8800007097 | MSU | BORGWARNER INC. | SOLE SOURCE | CASCADIA MOTION SS-250-090-SOM SINGLE STACK MOTOR WITH OIL PUMP, HEAT EXCHANGER, AND SUMP | \$13,125.00 | 1/9/20 | NEW | THE ECOCAR COMPETITION COMMITTEE'S REQUIRED OPTIONS FOR COMPETITION LIMITS THE TYPES OF MOTORS THAT CAN BE PURCHASED AND THIS MOTOR IS THE ONLY ONE ON THE LIST THAT IS COMPATIBLE AND WILL FIT INTO THEIR 2019 BLAZER. |
| 11 | 8800007124 | MSU | CLEARPATH ROBOTICS INC. | SOLE SOURCE | AMPHIBIOUS UNMANNED GROUND VEHICLE (PART # 013242) AND WARTHOG - LIFEPO4 BATTERY PACK (PART # 042000) | \$77,600.00 | 1/14/20 | NEW | COMPATIBILITY WITH MSU'S EXISTING OPEN SOURCE ROBOT OPERATING SYSTEM AND IT IS THE ONLY AVAILABLE PLATFORM THAT HAS THE FEATURES NECESSARY FOR THEIR RESEARCH ACTIVITIES. |
| 12 | 8800007120 | MS DEPT OF PUBLIC SAFETY | BODE CELLMARK FORENSICS, INC | SOLE SOURCE | ARCHIVAL CASSETTES | \$12,200.00 | 1/15/20 | MODIFICATION | COMPATABILITY |
| 13 | 8800007130 | MS DEPT OF PUBLIC SAFETY | RANDOX LABORATORIES-US LTD | SOLE SOURCE | DRUG TESTING KITS | \$294,000.00 | 1/16/20 | NEW | COMPATABILITY |
| 14 | 8800007141 | UNIVERSITY OF MS | BIOPAC SYSTEMS INC. | SOLE SOURCE | MP160 SYSTEM WITH ACOKNOWLEDGE SOFTWARE AND BIONOMADIX SYSTEMS AS WELL AS AMPLIFIERS, SENSORS, AND ACCESSORY ITEMS | \$22,834.50 | 1/21/20 | NEW | FROM SSD FORM; BIOPAC IS THE ONLY COMPANY WITH MODULAR MRI-COMPATIBLE AMPLIFIERS. THEY ARE THE ONLY COMPANY WHO CAN PROVIDE A 400KHZ AGGREGATE SAMPLE RATE |
| 15 | 8800007142 | UNIVERSITY OF MS | BIOPAC SYSTEMS INC. | SOLE SOURCE | BIOPAC MP160 W/ACKNOWLEDGE & NONINVASIVE BP MODULE AND ACCESSORIES | \$32,458.50 | 1/21/20 | NEW | FROM SSD FORM; COMPATIBILITY WITH EXISTING DATA BEING BROUGHT FROM OUR RESEARCHER'S PRIOR INSTITUTION AND WITH A COLLABORATOR AT THE UNIVERSITY OF MAINE |

PUBLIC PROCUREMENT REVIEW BOARD
OPTFM SOLE SOURCE APPROVALS CALENDAR YEAR 2020

| | | | | | | | | |
|------------|-------------------------------|-------------------------------|-------------|--|-------------|--------|-----|--|
| 8800007139 | MS STATE DEPARTMENT OF HEALTH | BECTON, DICKINSON AND COMPANY | SOLE SOURCE | REAGENTS AND SUPPLISE FOR BECTON DICKINSONBACTEC MGIT 960 AUTOMATED SYSTEM KIT | \$91,261.45 | 2/4/20 | NEW | <p>FUTURE NOTE: ENSURE THE DUE DATE FOR COMMENTS AND OBJECTIONS IS THE SAME DATE AND TIME AS ADVERTISED IN THE NEWSPAPER, AS SELECTED ON THE RFX AND AS LISTED ON THE SOLE SOURCE DETERMINATION FORM. THE MISSISSIPPI PUBLIC HEALTH LABORATORY (MPHL) CURRENTLY USES THE BECTON DICKINSON (BD) BACTEC MGIT 960 AUTOMATED SYSTEM, A FOOD AND DRUG ADMINISTRATION (FDA) APPROVED TEST SYSTEM, SPECIALLY DESIGNED FOR THE RAPID GROWTH AND PROPAGATION OF MYCOBACTERIA THROUGH A REAGENT RENTAL AGREEMENT. THE MGIT PRODUCTS LISTED ARE MANUFACTURED AND DISTRIBUTED BY BD. THESE REAGENTS ARE COMPONENTS OF THE FDA APPROVED TEST SYSTEM AND MUST BE USED AS PART OF THE TESTING PROCESS. THE TESTING OF SPECIMENS MUST BE PERFORMED IN ACCORDANCE TO THE BACTEC MGIT 960 PACKAGE INSERT TO REMAIN IN COMPLIANCE WITH THE CLINICAL LABORATORY IMPROVEMENT AMENDMENTS (CLIA). NO OTHER REAGENTS MAY BE SUBSTITUTED TO USE WITH THE BACTEC MGIT 960 INSTRUMENT. THE REAGENTS FOR THE BACTEC MGIT 960 INSTRUMENT ARE MANUFACTURED ONLY BY BECTON DICKINSON (BD). BD DISTRIBUTES DIRECTLY TO PUBLIC HEALTH LABORATORIES. BD IS THE SOLE MANUFACTURER AND SOLE VENDOR OF THESE PRODUCTS AND SELLS DIRECTLY TO LABORATORIES. NO OTHER TEST REAGENTS ARE FDA APPROVED TO PERFORM MYCOBACTERIOLOGY TESTS ON HUMAN PATIENTS USING BACTEC MGIT 960 INSTRUMENT.</p> |
|------------|-------------------------------|-------------------------------|-------------|--|-------------|--------|-----|--|

PUBLIC PROCUREMENT REVIEW BOARD
OPTFM SOLE SOURCE APPROVALS CALENDAR YEAR 2020

| | | | | | | | | | |
|----|------------|-------------------------------|------------------------|-------------|--|--------------|---------|-----|---|
| 20 | 8800007134 | MS STATE DEPARTMENT OF HEALTH | CEPHEID | SOLE SOURCE | MRB_RIF_NAAT TEST KITS | \$89,833.06 | 2/4/20 | NEW | <p>(1) FUTURE NOTE: (A) THE OSS FORM WAS NOT ATTACHED TO THE RFX (RFIN). ENSURE THE OSS FORM IS ATTACHED TO THE RFIN FOR THE VENDOR TO OBJECT IF THEY SO DESIRE. (B) SEVERAL OF THE AGENCIES SOLE SOURCE SUBMISSION DATE AND TIME FOR OBJECTIONS AND COMMENTS ARE THE SAME. OPTFM RECOMMENDS THAT THE AGENCY DO NOT LIST THE SAME DATE AND TIME FOR SUBMISSION OF COMMENTS. THE SUBMISSION DATE AND TIME SHOULD BE SEPARATE FOR EACH SOLE SOURCE SOLICITATION. THE MISSISSIPPI PUBLIC HEALTH LABORATORY (MPHL) CURRENTLY POSSESSES A CEPHEID GENEXPERT SYSTEM AND PERFORMS THE M. TUBERCULOSIS/RIFAMPIN NUCLEIC ACID AMPLIFICATION TEST (MTB/RIF NAAAT) ON THIS PLAT FORM. THE MPHL WOULD LIKE TO PURCHASE TEST KITS THAT ARE FDA APPROVED TO PERFORM MTB-RIF NAAAT TESTING ON HUMAN PATIENTS USING THE CEPHEID GENEXPERT SYSTEM. THE MTB/RIF NAAAT IS USED TO TEST RESPIRATORY SPECIMENS FOR TUBERCULOSIS AND RIFAMPIN DRUG RESISTANCE DIRECTLY FROM A CLINICAL SPECIMEN. THE TEST IS USED BY CLINICIANS TO HELP DETERMINE TREATMENT OPTIONS FOR PATIENTS EXPOSED TO TUBERCULOSIS. THE KIT FOR THE GENEXPERT MTB/RIF NAAAT IS THE ONLY KIT FOR USE ON THE CEPHEID GENEXPERT SYSTEM. IN ACCORDANCE WITH THE CLINICAL LABORATORY IMPROVEMENT AMENDMENTS OF 1988 (CLIA'88) FDA APPROVED ASSAYS MUST BE PERFORMED AS INDICATED ON THE MANUFACTURER'S TEST PACKAGE INSERT WITHOUT DEVIATIONS. NO OTHER TEST KITS ARE FDA APPROVED TO PERFORM MTB/RIF NAAAT TESTS ON HUMAN PATIENTS USING THE GENEXPERT INSTRUMENT. THE TEST KITS FOR THE MTB/RIF NAAAT ARE MANUFACTURED ONLY BY CEPHEID. CEPHEID IS THE SOLE MANUFACTURER, DOES NOT USE DISTRIBUTORS IN THE CLINICAL MARKET AND SALES DIRECTLY TO LABORATORIES.</p> |
| 21 | 8800007153 | UNIVERSITY OF SOUTHERN MS | SQUOIA SCIENTIFIC INC. | SOLE SOURCE | LISST-VSF, MULTI-ANGLE POLARIZED LIGHT SCATTERING METER. | \$118,750.00 | 2/10/20 | NEW | <p>FROM SSD FORM; THE INSTRUMENT IS THE FIRST AND ONLY COMMERCIALY AVAILABLE INSTRUMENT THAT MEASURES THE SCATTERING OF WATER IN SITU VARIOUS ANGLES.</p> |

Attachment C

OPTFM

Emergency Purchase Approvals

**PUBLIC PROCUREMENT REVIEW BOARD
OPTFM EMERGENCY PURCHASES CALENDAR YEAR 2020**

| | (P-1) Contract # | AGENCY | VENDOR | REQUEST TYPE | COMMODITY | AMOUNT | DATE RECEIVED | ACTION |
|---|------------------|-------------------------------------|-------------------------------|---------------------|--|--------------|---------------|--------|
| 1 | 8400001170 | MVSU | CHAIN ELECTRIC CO. | EMERGENCY TYPE 1 | EMERGENCY PURCHASE TO REPAIR DOWNED POWER LINES CAUSED BY A MVSU FACILITIES TRUCK. DRIVER WAS TRAPPED IN TRUCK. | \$9,111.11 | 1/15/2020 | NEW |
| 2 | 8400001171 | MVSU | ROBINSON ELECTRIC CO. INC. | EMERGENCY TYPE 1 | EMERGENCY PURCHASE TO REPAIR A MALFUNCTIONING TRANSFORMER THAT CONTROLLED THE SEWAGE PUMP STATION. REPAIR NEEDED IMMEDIATELY SO SEWAGE WOULD NOT BACK UP INTO VALLEY ANNEX. | \$8,146.69 | 1/15/2020 | NEW |
| 3 | 8400001172 | MVSU | ROBINSON ELECTRIC CO. INC. | EMERGENCY TYPE 1 | DUE TO ELECTRICAL DAMAGE TO THE FINE ARTS & BAND | \$80,000.00 | 1/22/2020 | NEW |
| 4 | 8400001173 | MS STATE DEPARTMENT OF HEALTH | SANOFI PASTEUR, INC. | EMERGENCY | PEDIATRIC INFLUENZA VACCINE FOR CHIP | \$25,650.00 | 2/7/2020 | NEW |
| 5 | 8400001174 | MS STATE DEPARTMENT OF HEALTH | GLAXOSMITHKLINE, LLC | EMERGENCY | PEDIATRIC INFLUENZA VACCINE FOR VFC PROGRAM | \$110,000.00 | 2/7/2020 | NEW |

Attachment D

BOB

Staff Approvals

January 23, 2020 – February 20, 2020

PPRB - March 4, 2020

PPRB 01: BOB Staff Approvals - GC

Query Parameters:

Data Element: Condition Value

Approval Date: between 2020-01-23 to 2020-02-20

equals Completed

equals Dir_Approved_SAF_Printed

between 0 to 4999999

GC

3/4/2020

| Project Name | Institution/Agency Name | Contract Scope | Bid Clarification | Low Base Bid? | Bids | Quote | Award Number | Company Name | Dir. Approval Date | Amount | Duration |
|---|--|--|---|---------------|------|-------|--------------|---|--------------------|----------------|----------|
| 101-314 Poultry Lab Building Envelope R&R | Alcorn State University | To provide envelope stabilization to the vacant Poultry Lab Building located on the ASU Lorman, MS campus | | Yes | 4 | 0 | GC001 | Riverwind Real Estate Dev., LLC | 2/10/2020 | \$108,000.00 | 120 days |
| 345-017 Sparkman Sprinkler System Replacement | Mississippi Agriculture & Forestry Museum - National Agricultural Aviation Museum (DAC) | Pre-planning through Construction Document and Warranty Phase to replacement the existing sprinkler system in the Sparkman Building. | | Yes | 2 | 0 | GC001 | Garner Construction Group, LLC | 1/30/2020 | \$198,915.00 | 90 days |
| 362-061 Elevator Improvements | Woolfolk Building (Office and Capitol Facilities) (Department of Finance and Administration) | Renovation and Replace to the elevator in the Woolfolk building addition servicing the mezzanine area. | Rebid for the Elevator Improvements to the elevator servicing the Woolfolk addition and the mezzanine. | Yes | 1 | 0 | GC002 | Fountain Construction Co., Inc. | 2/5/2020 | \$765,000.00 | 270 days |
| 511-114 HQ Improvements | Mississippi Library Commission | Construction of roof repairs for the Mississippi Library Commission. | Waive per 4.02 of Instructions to Bidders. "The unit price does not affect the bid price. Roofers usually discuss roof area in terms of "Squares", which a square is 110 square feet so the low bidder mistakenly stated their unit price that was instead of 110000 for 10000 sq. ft." | Yes | 3 | 0 | GC-001 | Guaranteed Roofing Company, Inc. | 2/13/2020 | \$535,400.00 | 90 days |
| 601-126 HQ IT Center Upgrades | Department of Wildlife, Fisheries and Parks | Construction to replace of fire suppression sprinkler heads and provide necessary equipment and hardware. | | Yes | 3 | 0 | GC002 | Hi-Tek Fire Sprinklers, Inc. | 2/13/2020 | \$84,167.00 | 120 days |
| Bid Award - GC | | | | | | | | | | | |
| Bid Award - GC | | | | | | | | | | \$1,651,482.00 | |
| Count: 5 | | | | | | | | | | | |
| Quote Award - GC | | | | | | | | | | | |
| 110-087 Campus Repairs & Renovations | University of Southern Mississippi - Gulf Coast Research Laboratory | Construction through warranty phase of replacement/addition of HVAC drain pan and coat penthouse roofing area. | | Yes | 2 | 0 | OC001 | E Connell Malone Corporation | 2/13/2020 | \$6,828.00 | 30 days |
| 322-037 Security Upgrades (EMER) | Central Mississippi Correctional Facility | The project includes the replacement of the Security Door Control System header equipment and software in 5 of the 6 Officer Post/ Control Rooms in the Quick Bed Facilities. The existing security door lock devices and wiring from the doors to the interlock panelbox in the plumbing chase behind the Control Room, shall remain. The wiring shall be extended into the Control Room. The Security Door Lock equipment in the Control Room shall be replaced including the desktop panel. New head end equipment and touchscreen type monitor to be installed and connected. New software shall be installed and operating system programmed. | | Yes | 1 | 0 | GC001 | South Western Communications Inc (Indiana through the Office listed herein) | 2/11/2020 | \$213,800.00 | 180 days |
| Quote Award - GC | | | | | | | | | | \$220,428.00 | |
| Count: 2 | | | | | | | | | | | |
| Total: | | | | | | | | | | \$1,871,910.00 | |
| Count: 7 | | | | | | | | | | | |

PPRB 02: F&E

BOB Staff Approvals - F&E

PPRB - March 4, 2020

Query Parameters:
 Results matching ALL following condition(s):
 between 2020-01-23 to 2020-02-20
 Completed

Dir_Approved_SAF_Printed

Workflow / Setup Name: contains FE

3/4/2020

| Quote Award - FE | Project Name | Institution/Agency Name | Contract Scope | Low Base Bid? | # Quote | Award Number | State Contract # | Company Name | Dir. Approval Date | Amount |
|---|--|--|----------------|---------------|---------|--------------|--------------------------|--------------|--------------------|--------|
| 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | Procurement, delivery and installation of furniture for MS Trademart Center, 1200 Mississippi Street, Jackson, Mississippi 39202. State Contract #8200045392. | Yes | 1 | FE002 | 8200045392 | Business Interiors, Inc. | 2/11/2020 | \$24,450.00 | |
| 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | Procurement, delivery and installation of furniture for Mississippi Trademart Center, 1200 Mississippi Street, Jackson, Mississippi 39202. State Contract #820004648. | Yes | 1 | FE003 | 820004648 | Business Interiors, Inc. | 2/17/2020 | \$23,459.00 | |
| 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | Procurement, delivery and installation of Tables for Mississippi Trademart Center, 1200 Mississippi Street, Jackson, Mississippi 39202. State Contract #8200044851. | Yes | 1 | FE004 | 8200044851 | Business Interiors, Inc. | 2/17/2020 | \$6,585.00 | |
| 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | Procurement, delivery and installation of Furniture for Mississippi Trademart Center, 1200 Mississippi Street, Jackson, Mississippi 39202. State Contract #8200044997. | Yes | 1 | FE005 | 8200044997 | Office Innovations, Inc. | 2/11/2020 | \$385,182.65 | |
| 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | Procurement, delivery, and installation of Furniture (Chairs) for Mississippi Trademart Center, 1200 Mississippi Street, Jackson, Mississippi 39202. State Contract #8200045473. | Yes | 1 | FE006 | 8200045473 | Office Innovations, Inc. | 2/17/2020 | \$23,824.69 | |
| 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | Procurement, delivery and installation of Furniture for Mississippi Trademart Center, 1200 Mississippi Street, Jackson, Mississippi 39202. State Contract #8200045232. | Yes | 1 | FE007 | 8200045232 | Office Innovations, Inc. | 2/14/2020 | \$2,156.40 | |
| 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | Procurement, delivery and installation on Furniture for the Mississippi Trademart Center, 1200 Mississippi Street, Jackson, Mississippi 39202. State Contract #8200044655. | Yes | 1 | FE008 | 8200044655 | Office Innovations, Inc. | 2/17/2020 | \$34,600.35 | |
| 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | Procurement, delivery and installation for Mississippi Trademart Center, 1200 Mississippi Street, Jackson, Mississippi 39202. State Contract #8200044774. | Yes | 1 | FE009 | 8200044774 | Office Innovations, Inc. | 2/11/2020 | \$2,641.29 | |
| 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | Procurement, delivery and installation of Furniture and Equipment for Mississippi Trademart Center, 1200 Mississippi Street, Jackson, Mississippi 39202. Lower of 2 quotes. | Yes | 2 | FE010 | | Office Innovations, Inc. | 2/14/2020 | \$11,934.80 | |

Quote Award - FE

Count: 9

Total: Page 1

\$514,834.18

\$514,834.18

BoB-AD-080 Staff Approvals - ITS

1/23/2020 through 2/20/2020

1430 projects >

PPRB - March 4, 2020

| Setup Name | Project Name | Institution/Agency Name | Contract Scope | Award Number | CP-1 # | Company Name | Dir. Approval Date | Amount |
|-------------------|---|--|---|--------------|----------|--------------------------------------|--------------------|------------|
| Quote Award - ITS | 204-075 CMTE 2.0 | East Mississippi Community College | This equipment will be installed in the Phase 2 of the CMTE 2.0 Building at the East Mississippi Community College. This is a Bureau of Building project; ITS Board approval is not required. A Turnkey Agreement has been executed. | SC014 | 20200281 | Academic Technologies, Inc. | 2/17/2020 | 266,558.00 |
| Quote Award - ITS | 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | This equipment will be installed in the new Trademark Building. All equipment is connected to the host communications processor located at ITS and managed by the ITS Telecom Services Division. Prices on the CP1 reflect the discount on hardware given through the Master Purchase Agreement. ITS and Carousel have confirmed that there are no additional terms and conditions attached to this purchase beyond a purchase order. | SC002 | 20200283 | Carousel Industries of North America | 2/11/2020 | 5,171.63 |
| Quote Award - ITS | 104-187 Demonstration School Renov. | Mississippi University for Women | This equipment will be installed in the Demonstration School at the Mississippi University for Women. This is a Bureau of Building project; ITS Board approval is not required. A Turnkey Agreement has been executed. | SC004 | 20200212 | Academic Technologies, Inc. | 2/11/2020 | 238,318.12 |
| Quote Award - ITS | 343-115 Fairgrounds Improvements - PH I | Fair Commission (Department of Agriculture and Commerce) | This communication cable will be used in the New Trademark for the Mississippi Fair Commission. | SC003 | 20200290 | Lane-Tedder & Associates, Inc. | 2/14/2020 | 166,460.62 |

Total:

3,063,252.55

Count: 4

Attachment E

OPSCR

Emergency Contracts

**Emergency Contracts as Reported in the PPRB Minutes
Calendar Year 2020**

| | Contract Number | Agency | Contractor | Type | Total Contract Amount | Start Date | End Date | Reported to the PPRB |
|---|------------------------|-------------------------------------|-------------------------|--------------|------------------------------|-------------------|-----------------|-----------------------------|
| 1 | 8400001000 | Mississippi Department of Education | Margie B. Pulley, Ph.D. | Modification | \$99,750.00 | 7/1/2019 | 6/30/2020 | 1/8/2020 |
| | | Calendar Year 2020 Total | | | \$99,750.00 | | | |

Emergency contracts are reviewed by Office of Personal Service Contract Review (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 or to take other action as deemed appropriate.

Attachment F

OPSCR

Staff Approvals

February 2020

**Public Procurement Review Board
OPSCR Staff Approvals for February 2020**

| Contract Number | Agency | Vendor | Request Type* | Service Type | Contract Action | Contract Action Amount |
|-----------------|--|---------------------|---------------|--|-----------------|------------------------|
| 1 8200041825 | Mississippi Department of Human Services | Safe Security, Inc. | PVL | Security & Emergency Services, Guard and Security Services | Renewal | \$53,000.00 |

**Request Types were approved using the following staff authorities approved by the Board at the January 3, 2018 meeting:*

PVL: Staff authority to approve contracts for vendors selected from and containing scopes of services consistent with the preapproved vendor list.

WIN: Staff authority to approve WIN (contract worker) contracts not exceeding \$75,000.00 in one fiscal year and/or calendar year.

CPU: Staff 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.

Multiple Contracts: Staff authority to approved multiple contracts with the same vendor, but with different scopes of services. Contracts approved using this authority shall not exceed \$75,000.00.

Technical Error: Staff 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.

Novation/Buyout/Name Change: Staff authority to approve the transfer or assignment of a previously approved contract that does not alter any other contract terms and conditions. Contracts approved using this authority include novation, buyout, and all other vendor name changes.

Reduction: Staff 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.