



Request for Proposal

*Process and Performance Review
for the Human Capital Core Processes Division of
MSPB*

RFP#05132015

Mississippi State Personnel Board
210 East Capitol Street, Suite 800
Jackson, MS 39201

Contact: Brittany Martin
mspb.communications@mspb.ms.gov

Date: April 29, 2015

MISSISSIPPI STATE PERSONNEL BOARD

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Section 1 - Request for Proposal: Written proposals subject to the conditions herein stated, will be received at this office until Wednesday, May 13, 2015, at 11:00 a.m. CST for furnishing the services as described below for the Mississippi State Personnel Board (hereinafter "MSPB").

Section 2 - Timeline:

Request for Proposal (RFP) issue date:	April 29, 2015
Deadline for questions from potential offerors:	May 8, 2015 12:00 p.m. CST
Anticipated posting of written answers to questions:	May 11, 2015 5:00 p.m. CST
Proposal submission deadline:	May 13, 2015 11:00 a.m. CST
Selection complete:	by May 22, 2015

Section 3 - Description: MSPB is hereby requesting written proposals to provide process and performance review services for the Human Capital Core Processes division of MSPB as related to its statutory obligation to administer MSPB policies and procedures. This review will include interviewing key members of the division, comparing documentation of actions taken against the applicable policies governing such actions, and verifying adherence to guidelines outlined in the MSPB Policy and Procedures Manual. The successful offeror must be able to complete the review by June 30, 2015.

Section 4 - Proposal Submission Requirements: MSPB will receive proposals from offerors having specific experience and qualifications in the area(s) identified above. For consideration, proposals for the project must contain evidence of the offeror's experience and abilities in the specified areas and other disciplines directly related to the proposed service. Other information required by MSPB may be included elsewhere in the solicitation. Unless otherwise stated, all proposals must be in writing and include:

- a cover sheet including the RFP number; the name of the offeror; the offeror representative; the offeror contact information, including an address, telephone number, fax number, and email address; and the date the proposal is submitted,
- a cover letter indicating the offeror's qualifications to perform the services and the total cost of performing the services,
- profiles and resumes of the staff to be assigned to the project,
- three (3) references, including contact name, company name, telephone number, and email address who are familiar with the offeror's abilities in the areas of the solicitation,
- a plan for providing the services in as much detail as is practical explaining how the services will be performed,
- illustrative examples of similar work performed, including a listing of experience and/or contracts with services similar in scope, size, and discipline during the past five years,
- any other information that clearly demonstrates the offeror's expertise in the areas of the solicitation, and
- a completed and signed copy of the offeror acknowledgement form located within this document on page 6.

One original and two copies of the proposal and any attachments must be signed and submitted in a sealed envelope or package to 210 East Capitol Street, Suite 800, Jackson, MS

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39201, no later than 11:00 a.m. CST, Wednesday, May 13, 2015. All documents contained in the proposal must have original signatures and must be signed by a person who is authorized to bind the offeror. Sealed proposals should be labeled as follows:

Request for Proposal: Process and Performance Review Services

RFP#05132015

Opening Date: May 13, 2015, 11:30 a.m. CST

Mississippi State Personnel Board

Attention: Brittany Martin, Director of Communications

210 East Capitol Street, Suite 800

Jackson, MS 39201

SEALED PROPOSAL – DO NOT OPEN

- Timely submission of the proposal is the responsibility of the offeror. Proposals received after the specified time will be rejected and returned to the offeror.
- Each page of the proposal and all attachments must be identified with the name of the offeror.
- MSPB reserves the right to decide, on a case-by-case basis, whether to reject a proposal with modifications or additions as nonresponsive.
- Any offeror claiming that its proposal contains information exempt from the Mississippi Public Records Act (Miss. Code Ann. §§ 25-61-1 et. seq.) shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption.
- All proposal packages must be received by MSPB no later than 11:00 a.m. CST, Wednesday, May 13, 2015. Proposals submitted via facsimile (faxes) or email will not be accepted. It is suggested that if a proposal is mailed to MSPB, it should be posted in certified mail with a return receipt requested. MSPB will not be responsible for mail delays or lost mail.

Section 5 - MSPB Contact and Questions/Requests for Clarification: All questions and requests for clarification must be directed by email to:

Brittany Martin, Director of Communications

Mississippi State Personnel Board

Email: mspb.communications@mspb.ms.gov

- Questions and requests for clarification must be submitted via email by the deadline reflected in Section 2.
- All questions and answers will be published on the MSPB website (<http://www.mspb.ms.gov>) in a manner that all offerors will be able to view by the date and time indicated in Section 2.
- MSPB will not be bound by any verbal or written information that is not contained within this RFP unless formally noticed and issued by the contact person.

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Section 6 - Selection Process: A selection committee shall review and evaluate all responses. The selection committee will have only the response to the solicitation to review for selection of the successful offeror. It is, therefore, important that offerors emphasize specific information pertinent to the work. Evaluation of the proposals will be based on the following criteria:

- The overall quality of the proposed plan for performing and completing the required services as stated above by June 30, 2015. Consideration will be given to the completeness of the proposal relative to the specific requirements of the solicitation. **(Critical - 30 points)**
- Offeror's ability to provide the required services as reflected/evidenced by qualifications (education, experience, etc.). This includes the ability of the offeror to provide a work product that is legally defensible. **(Very Important - 20 points)**
- A record of past performance of similar work. **(Critical - 30 points)**
- Price. **(Critical - 30 points)**

Section 7 - Award: Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the State based upon the evaluation factors listed in Section 6 – Selection Process.

Section 8 - Offeror Certification

The offeror agrees that submission of a signed proposal is certification that the offeror will accept a contract award made to it as a result of the proposal.

Section 9 - Debarment

By submitting a proposal, the offeror certifies that it is not currently debarred from contracting with any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently so debarred.

Section 10 - Procurement Methodology

- **Restrictions on Communication with MSPB Staff**
At no time shall any offeror or its personnel contact, or attempt to contact, any member of MSPB staff regarding this RFP except the contact person as set forth in Section 5.
- **Cost of Preparing Proposal**
MSPB accepts no responsibility for any expense incurred by any offeror in the preparation and presentation of a proposal. Such expenses, including any travel costs, shall be borne exclusively by the offeror.
- **Rejection of Proposal**
A proposal that includes terms and conditions that do not conform to the terms and conditions in this RFP, including attachments, is subject to rejection as non-responsive. Further, submission of a proposal that is not complete and/or signed is subject to rejection as non-responsive. MSPB reserves the right to permit the offeror to withdraw nonconforming terms and conditions from its proposal prior to a determination by MSPB of non-responsiveness.

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- **Debriefing**

A offeror, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by MSPB within three (3) business days of notification of the selection of the successful offeror. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing typically occurs within five (5) business days of receipt of the request. If a offeror prefers to have legal representation present, the offeror must notify MSPB in writing and identify its attorney by name, address, and telephone number. MSPB will schedule and/or suspend and reschedule the meeting at a time when a representative of the Office of the Mississippi Attorney General can be present. For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-112 through 7-112.07, Post-Award Offeror Debriefing, of the Mississippi Personal Service Contract Review Board's Rules and Regulations.

- **Protests**

Any actual or prospective offeror who is aggrieved in connection with this solicitation or the outcome of this RFP may file a protest with the Executive Director of the Mississippi State Personnel Board. The protest shall be submitted in writing by the following deadlines, whichever deadline runs first:

- within seven working days after such aggrieved person or entity knows or should have known of the facts giving rise thereto;
- within seven working days after the date of a letter from MSPB notifying the offeror that the offeror did not move forward in the selection process; or,
- within seven working days after the date of a letter from MSPB notifying the offeror that another offeror was selected for the award.

All protests must be in writing, dated, signed by the offeror, and contain a statement of the reason(s) for protest, citing the law(s), rule(s), regulation(s), or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting offeror must provide facts and evidence to support the protest. A protest is considered filed when received by MSPB via either U.S. mail, postage prepaid, or by personal delivery. Protests filed after the deadline for same will not be considered.

Section 11 - Required Contract Terms and Conditions

Any contract entered into with MSPB will have the required clauses found in Appendix D of the Mississippi Personal Service Contract Review Board's Rules and Regulations which may be found online at the following link: [Required Contract Terms and Conditions](#).

Section 12 - Optional Contract Terms and Conditions

Any contract entered into with MSPB may have, at the discretion of MSPB, the optional clauses found in Attachment F, page 151 of the Mississippi Personal Service Contract Review Board's Rules and Regulations which may be found online at the following link: [Optional Contract Terms and Conditions](#).

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Section 13 - Mississippi State Personnel Board Website

This RFP, and questions and answers concerning this RFP, will be posted on the MSPB website at <http://www.mspb.ms.gov>.

Section 14 - Registration with Mississippi Secretary of State

By submitting a proposal, the offeror certifies that, if required by law, it is registered to do business with the Mississippi Secretary of State or, if not already registered and required by law, that it will do so prior to entering into a contract with MSPB.

Section 15 - Equal Opportunity Statement

MSPB will select offerors pursuant to this RFP without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

Vendor Name: _____

By signing below, the offeror/company representative certifies that he/she has authority to bind the offeror/company, and further acknowledges and certifies on behalf of the offeror/company:

1. That he/she has thoroughly read and understands the Request for Proposal;
2. That the offeror/company agrees to all provisions of the Request for Proposal and Attachments thereto including, but not limited to, the Required and Optional Clauses referenced in Sections 11 and 12 to be included in any contract resulting from this RFP;
3. That the offeror/company can and will meet all required laws, regulations, and/or procedures related to confidentiality and represents that its workers are licensed, certified, and possess the requisite credentials to perform the specified services; and,
4. NON-DEBARMENT – By submitting an application, the offeror certifies that it is not currently debarred from contracting with any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from contracting with any political subdivision or agency of the State of Mississippi.
5. OFFEROR'S REPRESENTATION REGARDING CONTINGENT FEES – The offeror represents as a part of such offeror's application that such offeror **has/has not** (please circle applicable word or words) retained any person or agency on a percentage, commission, or other contingent arrangement to secure this engagement.
6. REPRESENTATION REGARDING CONTINGENT FEES – The offeror represents that it has not retained a person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or other contingent fee, except as disclosed in the offeror's proposal.
7. REPRESENTATION REGARDING GRATUITIES – The offeror represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Personal Service Contract Review Board Rules and Regulations.
8. Certification of Independent Price Determination – The offeror certifies that the pricing submitted in response to the solicitation has been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to the pricing, the intention to submit a proposal, or the methods or factors used to calculate the pricing submitted.

The offeror acknowledges all amendments to the RFP, if any [please provide amendment] number(s) and date(s): _____

Offeror/Company Name: _____

Printed name of representative: _____

Date: _____

Signature of representative: _____

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Note: Please be sure to circle the applicable word or words for number 5 (Offeror's Representation Regarding Contingent Fees). Failure to circle the applicable word or words and/or to sign the application form may result in the application being rejected as non-responsive. Modifications or additions to any portion of this application document may be cause for rejection of the proposal.