

**MISSISSIPPI STATE PERSONNEL BOARD**

RFP#05132015

**Amendment One**

**Request for Proposal – Process and Performance Review**

**For the Human Capital Core Processes Division of MSPB**

**RFP No. 05132015**

**Section 1 of the Request for Proposals is amended as follows:**

**Section 1 - Request for Proposal:** Written proposals subject to the conditions herein stated, will be received at this office until ~~Wednesday, May 13, 2015,~~ Thursday, May 14, 2015, at 11:00 a.m. CST for furnishing the services as described below for the Mississippi State Personnel Board (hereinafter “MSPB”).

**Section 2 of the Request for Proposals is amended as follows:**

**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:	<del>May 13, 2015</del> <u>May 14, 2015</u> 11:00 a.m. CST
Selection complete:	by May 22, 2015

**Section 4 of the Request for Proposals is amended as follows:**

**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,

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- 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 39201, no later than 11:00 a.m. CST, ~~Wednesday, May 13, 2015~~ Thursday, May 14, 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

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Opening Date: ~~May 13, 2015~~ May 14, 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~~ Thursday, May 14, 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.

No other changes are made to the Request for Proposals.

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Please acknowledge receipt of this amendment by returning it, along with your original application, by Thursday, May 14, 2015 at 11:00 a.m. CST. This acknowledgment should be enclosed in your proposal packet before the cover sheet. Failure to submit this acknowledgment may result in rejection of the proposal.

Signed by: \_\_\_\_\_

Vendor: \_\_\_\_\_

Date: \_\_\_\_\_