



MS Emergency Management Agency
#1 MEMA Drive
Pearl, MS 39208

AMENDMENT NO. 2
TO THE

Request for Proposal
for Transportation Services
dated February 8, 2013

RFP NO. 12-0512

Contact Person: Edward Williams
(601) 933-6390
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ewilliams@mema.ms.gov

ACKNOWLEDGEMENT OF AMENDMENT
RFP NO. 12-0513

Amendment No. 2 to RFP No. 12-0512 specifically amends/modifies:

XVI. PROPOSAL ACCEPTANCE PERIOD: The original and three (3) copies of the proposal and all attachments (four (4) copies total) shall be signed and submitted in a sealed envelope or package to Edward Williams, Purchasing Officer, MEMA, #1 MEMA Drive, Pearl, MS 39208 no later than 11 am CST, Tuesday, February 12, 2013. **To ensure that all submitted proposal are adequately sealed and unable to reviewed prior to the proposal opening, no electronic or facsimile copies of proposals will be accepted.** Timely submission of the proposal is the responsibility of the offeror. Offers received after the specified time shall be rejected and returned to the offeror unopened. The envelope or package shall be marked by the offeror as “Sealed Proposal” and show the proposal number as well as the proposal opening date and time in the lower left hand corner on the outside of the envelope. The time and date of receipt shall be indicated on the envelope or package by the MEMA Purchasing Office. Each page of the proposal and attachments shall be identified with the name of the offeror.

XXIII. EVALUATION PROCEDURE AND FACTORS TO BE CONSIDERED IN THE EVALUATION PROCESS:

B. **Step I:** Proposals will be reviewed to assure compliance with the minimum specifications. Proposals that do not comply with the minimum specifications will be rejected immediately, receiving no further consideration.

Step II: Proposals that satisfactorily complete Step I will be reviewed/analyzed to determine if the proposal adequately meets the needs of MEMA. Factors to be considered are as follows:

- a. The overall quality of the proposed plan and management team for performing the required services – Critical (total points-20)
- b. Understanding of the project and its objectives – Very Important (total points-15)
- c. Familiarity with MEMA, and FEMA – Important (total points-10)
- d. The degree of completeness of response to the specific requirements of the solicitation – Important (total points-10)
- e. Proposer’s ability to provide the required services as reflected/evidenced by qualifications (education, experience, etc.). This includes the ability of the proposer to provide a work product that is legally defensible – Important (total points-10)

- f. The personnel, equipment, and financial resources to perform the services currently available or demonstrated to be made available at the time of contracting – Very Important (total points-15)
- g. A record of past performance of similar work. Direct experience in Mississippi is desirable – Critical (total points 20)
- h. Price – Important (total points-10). Please see below for important information about pricing evaluation.**

The pricing included in the proposals will be graded on a points system. The maximum points available for pricing are ten (10). The lowest price submitted will receive the maximum score of ten (10). The lowest price offered in response to this RFP will then be divided by every other price offered, individually. This will produce a percentile for each proposal price. Each percentile will then be multiplied by the total available points (ten (10)) to produce a score for each proposal price.

Formula: (Lowest Price/Proposal Price) x 10 = score

Proposal pricing will then be recorded in the RFP grading process according to the points awarded based on the above mentioned formula.

Example: Proposal Price A: \$10,000
Proposal Price B: \$12,000
Proposal Price C: \$20,000
Proposal Price D: \$9,950

Proposal D will receive the maximum ten (10) points as it is the lowest price submitted.

The scores for proposal A, B and C are then calculated in the following manner:

Proposal A: (\$9,950/\$10,000) x 10 = 9.95

Proposal B: (\$9,950/\$12,000) x 10 = 8.29167

Proposal C: (\$9,950/\$20,000) x 10 = 4.975

Step III: MEMA may contact the top Offerors via telephone to schedule an interview after the opening date of the proposal.

Step IV: MEMA's Executive Director or his designee will contact the Offeror whose proposal best meets MEMA's needs (based on factors evaluated in Step II) and attempt to negotiate an agreement that is deemed acceptable to both parties.

By signing this Acknowledgment of Amendment, the offeror acknowledges receipt of this amendment and that the provisions of said amendment have been noted and that this proposal is being offered in compliance therewith.

Offeror Signature, Title

Date

Company

**REQUEST FOR PROPOSAL FORM
REQUEST FOR PROPOSAL TO PROVIDE
TRANSPORTATION SERVICES
RFP NO. 12-0512**

This form is to be completed by all offerors and included in their submitted proposal.

OFFEROR:	
CONTACT PERSON:	
PHONE NUMBER:	
EMAIL ADDRESS:	

Listing of three contracts with services similar in scope, size, or discipline including at least two references for current contracts awarded in the last three years
Project Name:
Address:
Scope:
Name & Number of Reference:
Project Name:
Address:
Scope:
Name & Number of Reference:
Project Name:
Address:
Scope:
Name & Number of Reference:

Cost Data	
Annual Cost of the Service:	Initial here showing completion of Schedule B providing cost and pricing information.
Attachment included showing sample staffing chart	Initial here showing presence of attachment.
Attachment identifying all non-labor costs and their estimated totals	Initial here showing presence of attachment.
Offeror intends for this proposal to be available to other states, outside of Mississippi.	Initial here showing acknowledgment.
Offeror intends for this proposal to be available to other Mississippi state agencies.	Initial here showing acknowledgement.

Offeror intends for this proposal to be available to county and municipal governmental entities within the state of Mississippi.	Initial here showing acknowledgement.
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ACKNOWLEDGEMENT OF AMENDMENTS

I (we) acknowledge receipt of the following amendments:

Amendment #1, dated 2/5/13 _____ (initial here)

Amendment #2, dated 2/8/13 _____ (initial here)

Addendum #1, dated 2/7/13 _____ (initial here)

Further, all acknowledged amendments are included with this proposal and are signed as required in the Request for Proposal.

INTENT OF OFFER OR TO MAKE PROPOSAL/CONTRACT AVAILABLE TO OTHER ENTITIES. Offer intends to make any awarded contract available to (please acknowledge the other entities in which Offeror intends to make a resulting contract available to):

_____ Other States

_____ Other State Agencies within the state of Mississippi

_____ Local County or Municipal Governmental Entities within the state of Mississippi

By its initials above, Offeror acknowledges that the offer made in this proposal and the resulting contract is available to other entities as indicated as the same prices and terms as in this contract. By its initials, Offeror acknowledges that it has provided for any above indicated availability to other entities in its proposal.

EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the contract is awarded to our firm, partnership, corporation, that no employee of MEMA or members of his/her family, including spouse, parents or children has received or been promised directly or indirectly, any financial benefit by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

CONFLICTS OF INTEREST

The Proposer [] is [] is not aware of any information bearing on the existence of any potential organizational conflict of interest.

REPRESENTATION REGARDING CONTINGENT FEES

The Proposer [] has [] has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

REPRESENTATION REGARDING GRATUITIES

The Proposer represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 7-204 (Gratuities) of the Mississippi Personal Service Contract Procurement Regulations.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The Proposer certifies that the price 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 bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors use to calculate the prices bid.

COLLUSION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same services, materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal laws and can result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of the proposal and certify that I am authorized to sign for my company.

Signature

Date

Name (Printed)

Title