



Mississippi Department of Employment Security

Tate Reeves
Governor

William J. Ashley, Ph.D.
Executive Director

Request for Proposals (RFP)

No. 2024-04

RFx Number: 3120002970

Smart # 1671-25-R-RFPR-00001

Mississippi Department of Employment Security

Mobile Unit

ISSUE DATE: August 28, 2024

PROPOSAL DELIVERED TO: Mississippi Department of Employment Security
1235 Echelon Parkway
Jackson, MS 39213

CONTACT: Jeffrey Crump
601-321-6000
bids@mdes.ms.gov

PROPOSAL SUBMISSION DEADLINE: October 8, 2024 - 4:00 PM CDT

Section 1 – Agency Background

The Mississippi Department of Employment Security (hereinafter “MDES, Agency, or State”) is a federally funded state agency that administers employment security programs under the direction of the governor of Mississippi and reports to the Federal Government. MDES oversees, manages, and directs all Employment Service (ES) labor functions and the Unemployment Insurance (UI) division. Through these programs, MDES works to expand employment, improve workforce skills, and enhance productivity for the State of Mississippi.

Section 2 – Scope or Work

MDES is seeking proposals from qualified vendors for the purchase of one (1) mobile command unit. Proposals submitted for this project must include the design, construction, equipment, training, and delivery of the unit. The completed unit must meet all applicable vehicle requirements including, but not limited to, all U.S. Department of Transportation (DOT) and Federal Motor Vehicle Safety Standards (FMVSS).

Due to the complexity of this unit, proposals must include detailed specifications along with line-item pricing and the overall total, including any options. Vendors must include drawings, renderings, diagrams, and/or example pictures of the proposed unit’s design so the agency can make an informed decision. CAD drawings are preferred and at a minimum shall include:

- Interior floor plan
- Relevant section views of the interior
- Driver and passenger exterior view
- Front and rear exterior view
- Rooftop exterior view

Vendors are highly encouraged to include other design drawings based on their own design software and expertise. Additional guidance and recommended vehicle options are encouraged within the budgeted allowance (See Section 4 – Budget). The agency realizes additional recommended options will increase the proposed price whereby pricing is scored at 35%; however, there is separate scoring for additional options to counter any increase in price. The agency is issuing an RFP to allow vendors to make recommendations and utilize their expertise – vehicle options are highly encouraged and are not intended to adversely affect the score for pricing.

The unit must be a standard commercially available production model and shall not include proprietary construction techniques or components. Any brand name specifications listed below are listed for information purposes only and to establish a minimum standard. Alternative brands or models of demonstrated equivalency will be considered.

This unit must include multiple workstations for use when responding to ES/UI related emergencies and to serve the citizens of Mississippi at job fairs along with other job-related functions.

Section 3 – Mobile Unit Criteria

Chassis/Cab

- Class C unit with 2024/2025 model year chassis based on production availability
- Radio/stereo with Bluetooth connectivity
- Automatic transmission
- Unleaded fuel preferred – no hybrid engine or electric motor (diesel engine can be recommended and given full consideration based on the expertise of the vendor and their review of this criteria)
- Captain's chairs in the cab with air ride suspension
- Adjustable/tilt steering column
- Back-up camera system
- Auto-leveling system for vehicle stabilization

Shelter/Box

- Enclosed shelter/box mounted on top of chassis – preferred box length 25' to 30' – overall vehicle length may vary depending on shelter
- Commercial grade generator necessary to power the unit
- Roof mounted HVAC
- Workstations to serve between five (5) to eight (8) people – workstations will consist of computers, so appropriate power sources at each station will be necessary (privacy configuration preferred for workstations)
- Space and appropriate plugins for a single printer to allow printing from workstations
- Overhead storage/cabinetry
- Outside manual or powered awning to serve as additional workstation or welcome area – appropriate outside powers sources will be necessary
- One (1) ADA wheelchair lift
- Employee area with a small micro/fridge for breaks/lunch
- Exterior graphics including agency logo, color scheme, website, phone number will be determined

Vendors are asked to propose an estimated delivery date or manufacturing time frame.

Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for the award; however, proposals may be accepted without such discussions.

Section 4 – Budget

MDES was awarded funds under a grant opportunity through the U.S Department of Labor’s (U.S. DOL) Employment and Training Administration. This equity grant will be used to support states following a consultative assessment for fraud protection and prevention, promoting equitable access, and ensuring timely payments of benefits including backlog reduction for unemployment compensation programs.

A portion of this grant will be used by the agency to purchase one (1) mobile unit to accomplish the goals set forth by U.S. DOL. The budget established for the purchase of this mobile unit shall be \$702,225.

MDES requests that proposals along with all recommended vehicle options remain within this proposed amount.

Section 5 – Timeline (All times CDT except where noted)

RFP Issue Date	
First Advertisement Date	August 28, 2024
Second Advertisement Date	September 4, 2024
Questions Submission Deadline	September 12, 2024 - 4:00 PM
Answers Posted	September 20, 2024 - 4:00 PM
Proposal Deadline	October 8, 2024 - 4:00 PM
Anticipated Notice of Intent to Award	October 24, 2024 - 4:00 PM
PPRB Board Meeting	December 4, 2024

Section 6 – Questions/Requests for Clarification

Questions and requests for clarification must be submitted in writing to MDES Procurement at bids@mdes.ms.gov. All questions must be submitted by September 12, 2024 - 4:00 PM. Answers will be posted on or before September 20, 2024 - 4:00 PM. All questions and answers will be published on the Mississippi Contract/Procurement Opportunity Search Portal website and the agency's website as an amendment to the RFP, and the identity of the organization submitting the question(s) will not be revealed.

Section 7 – Amendments

Acknowledgement of Amendments: Should an amendment to the RFP be issued, it will be posted on the Mississippi Contract/Procurement Opportunity Search Portal website and the agency's website in a manner that all vendors will be able to view. MDES will send the amendment to all prospective vendors known to have received this RFP. Vendors must acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal package, completing Attachment A, or by a separate letter addressed to MDES Procurement. The acknowledgment should be received by the agency by the time, date, and at the place specified for receipt of proposals. It is the vendor's sole responsibility to monitor the websites for any updates or amendments to the RFP.

Section 8 – Evaluation Factors

Technical factors (34 points):

1. Does the offeror's proposal demonstrate a clear understanding of the scope of work and related objectives? (2 points)
2. Is the offeror's proposal complete and responsive to the specific request for proposal requirements? (2 points)
3. Has the past performance of the offeror's proposed methodology been documented? (2 points)
4. Does the offeror's proposal use innovative (but not proprietary) technology and techniques? (2 points)
5. Does the offeror's proposal include recommended options above the basic requests listed in the scope of work? (26 points)

Management Factors (15 points)

Project management:

1. How well does the proposed scheduling timeline meet the needs of the soliciting agency? (2 points)
2. Is there a project management plan? (2 points)

History and experience in performing the work:

1. Does the offeror document a record of reliability of timely delivery and on-time and on-budget implementation? (2 points)
2. Does the offeror demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance? (2 points)

3. Does the offeror document industry experience? (1 point)
4. Does the offeror have a record of poor business ethics? (1 point)

Availability of personnel, facilities, equipment and other resources:

1. To what extent does the offeror rely on in-house resources vs. contracted resources? (1 point)
2. Are the availability of in-house and contract resources documented? (1 point)

Qualification and experience of personnel:

1. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors? (2 points)
2. Does the offeror demonstrate cultural sensitivity in hiring and training staff? (1 point)

Cost factors (16 points)

1. Cost of goods to be provided or services to be performed:
 - a. Relative cost: How does the cost compare to other similarly scored proposals or qualifications? (6 points)
 - b. Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented? (3 points)
2. Assurances of performance:
 - a. If required, are suitable bonds, warranties or guarantees provided? (2 points)
 - b. Does the proposal or qualification include quality control and assurance programs? (2 points)
3. Offeror's financial stability and strength: Does the offeror have sufficient financial resources to meet its obligations? (3 points)

Price (35 points)

- This factor will be scored objectively with the lowest priced proposal receiving the highest points using the following formula:
 - A.

- B. Lowest Price divided by the Vendor Submitted Price to get multiplier
- C. Multiplier times 35 to get the awarded points

Example (These amounts are to illustrate the price calculation)

Vendor #1 – Proposed Amount \$50,000 ($\$50,000/\$50,000 = 1.00$)

$1.00 \times 35 =$ Vendor #1 is awarded 35 points

Vendor #2 – Proposed Amount \$65,000. ($\$50,000/\$65,000 = 0.77$)

$0.77 \times 35 =$ Vendor #2 is awarded 26.95 points

Section 9 – Submission Requirements

Proposal packages plus four (4) copies shall be submitted in a sealed envelope or package no later than the time and date specified for receipt of proposals. Only mailed proposals will be accepted. Hand-delivered or proposals received via facsimile (fax) machine **will not** be accepted. It is suggested that proposals be posted in certified mail with a return receipt requested. The agency will not be responsible for mail delays or lost mail. All risk of late arrival due to unanticipated delay is entirely on the vendor. All vendors are urged to take the possibility of delay into account when submitting a proposal.

The request for proposals, its amendments, the offeror's proposals, and the best and final offer shall constitute the contract.

Timely submission of the proposal package is the responsibility of the vendor. Proposals received after the specified time will be rejected and maintained unopened in the procurement file. A proposal received at the place designated in the solicitation for receipt of proposals after the exact time specified for receipt will not be considered unless it has been determined by the agency that the late receipt was due solely to mishandling by the agency after receipt at the specified address.

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Attention: Jeffrey Crump, Procurement Supervisor
1235 Echelon Parkway
Jackson, Mississippi 39213

ATTACHMENT A
Acknowledgment of Amendments

If issued, vendors shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with their proposal, by identifying the amendment number and date in the space provided for this purpose or by letter. The acknowledgement must be received by MDES with the vendor's proposal. The answers posted to questions received will be issued in the form of an amendment.

Vendor acknowledges all amendments to this RFP. Please list the amendments acknowledged by the amendment number and date:

Amendment Number / Date _____

Amendment Number / Date _____

Amendment Number / Date _____

Amendment Number / Date _____

Amendment Number / Date _____

Signature

Date