

REQUEST FOR PROPOSALS



Training Facility

Mississippi Department of Education
Office of Child Nutrition
500 Greymont Ave., Suite F
Jackson, MS 39205

Contact: Jennifer Boler
Phone: 601-576-4946
Date: April 5, 2018
Time: 5:00 p.m.

INTRODUCTION

The Mississippi Department of Education (MDE) through the Office of Child Nutrition is soliciting competitive written proposals from qualified vendors to provide a **Training Facility** to host the 2018 Decide to Succeed Annual Training scheduled for June 18 - 22, 2018.

SCOPE OF WORK

The training facility shall provide the following:

- sufficient space to accommodate at least two hundred (200) participants in one setting;
- at least eight (8) rooms setup in a classroom style
- at least eight (8) facilitators that are Mississippi Certified National School Lunch Program (NSLP) site managers
- meals onsite (breakfast, lunch and snacks);
- a/v equipment and technical support; and
- janitorial service

QUALIFICATIONS

The offeror shall provide the following minimum information:

- The name of the offeror, the location of the offeror's principal place of business and, if different, the place of performance of the proposed contract;
- The age of the offeror's business and average number of employees over a previous period of time, as specified by the Request for Proposal;
- A listing of other contracts under which services in scope, size, or discipline to the required services were performed or undertaken with a previous period of time, as specified in the Request for Proposal; and
- A plan giving as much detail as practical explaining how the services will be performed.

REQUIREMENTS

The offeror will be responsible for all tasks required to complete the task as described in the Scope of Work. It is anticipated that this shall include but not be limited to:

- Cost of meals (breakfast, lunch, and snacks for the week-long training, to include acquiring groceries, meal prep, and cooking over the five-day period)
- Cost of space rental
- Provide Certified NSLP site managers
- Provide classrooms (minimum of 8 with seating for up to 25 adults)
- Facilitate two-hundred (200) or more people in one space

- Must be a NSLP participant
- Must furnish supplies (weights and measures) for labs
- Furnish classroom projectors and screens or “smartboards”
- Opening session setting must provide projector, screen, microphone and speakers
- Facility in close proximity to national hotel chains and restaurants

BUDGET

A detailed budget shall be included. The budget shall include an offer that will encompass all requirements of this RFP. In order to be considered, vendors must submit an offer that addresses all costs for services and expenses specified in the RFP. The Budget Summary form shall be completed and included as Attachment B.

TIME FRAME

The anticipated initial contract period will be effective when all parties sign through June 30, 2018.

A contract will be awarded to the offeror whose offer is determined to be the most advantageous to the State, taking into consideration the price and the evaluation factors set forth in the RFP.

SELECTION PROCESS

A selection committee will review acceptable proposals which are completed, timely submitted, and meet the requirements.

Selection criteria will be performed using a cut score of 70 from a standard, 100-point scoring scale as follows:

- | | |
|-------------------------------|-----------|
| • Location | 30 points |
| • On-Site Suitability | 20 points |
| • Certified NSLP Facilitators | 20 points |
| • Budget | 30 points |

QUESTION AND ANSWER

Questions concerning the RFP should be sent to: Jennifer Boler at jboler@mdek12.org.

The deadline for submitting written questions by email is Friday, April 13, 2018 at 5:00 p.m. Copies of all questions submitted and the responses will be posted to MDE’s website www.mdek12.org under the Public Notices section and will be available to the general public on Tuesday, April 17, 2018.

Offerors shall acknowledge receipt of any amendment to the solicitation by signing and returning the form Attachment A with the proposal, the acknowledgment must be received by the Mississippi Department of Education by the time and at the place specified for receipt of proposals.

DUE DATES

One original and four (4) copies of the proposal must be received by 5:00 p.m. Central Time (CT) on Thursday, April 26, 2018 at the following address based upon the delivery method used:

Hand Deliver RFP to:

Monique Corley, Director
Office of Procurement
Mississippi Department of Education
Training Facility
Central High School, Suite 307
359 North West Street
Jackson, MS
(DO NOT OPEN)

Mail RFP to:

Monique Corley, Director
Office of Procurement
Mississippi Department of Education
Training Facility
Post Office Box 771
Jackson, MS 39205-0771
(DO NOT OPEN)

**Ship RFP to:
(FedEx UPS, etc.)**

Monique Corley, Director
Office of Procurement
Mississippi Department of Education
Training Facility
359 North West Street
Jackson, MS 39201
(DO NOT OPEN)

RESPONSIBILITY OF THE OFFEROR

- Ensure that the proposal is delivered by the deadline and assumes all risks of delivery
- At the time of receipt of the proposal the proposal will be date stamped and recorded in the Office of Procurement
- Proposals and modifications received in the room after the time designated in the proposal will be considered **late** and will not be considered for award
- Incomplete proposals will not be evaluated and will not be returned for revisions
- No faxed or emailed copies will be accepted
- Proposals that do not include the required number of copies will not be evaluated
- Complete the Acknowledgement of Amendments Form (Attachment A)
- Complete Budget Narrative (Attachment B).

Tentative Timeline
[Title of Request for Qualifications]

Thursday, April 5, 2018	Release RFP
Thursday, April 5, 2018	Mail, email and post to MDE website
Friday, April 13, 2018	Deadline for RFP questions
Tuesday, April 17, 2018	Deadline for program office response to questions and posting to website
Thursday, April 26, 2018	Proposal due by 5:00 p.m. Central Time (CT) to Procurement
Monday, April 27, 2018	Proposal opening
Wednesday, May 2, 2018	Evaluation of proposals
Tuesday, May 15, 2018	Notice of Intent to Award
Effective when all Parties sign through June 30, 2018	Contract Start Date

ATTACHMENT A

ACKNOWLEDGEMENT OF RFP AMENDMENTS

I acknowledge all amendments to this RFP. Responses to questions will be treated as amendments to the RFP and will require acknowledgment.

Offeror Signature

Date

Title of Request

**ATTACHMENT B
BUDGET SUMMARY FORM**

Category	\$

* Please add line items as needed.