1. **NOTICE TO PROPOSERS**

The South Panola School District (SPSD) is soliciting sealed competitive proposals (hereafter called proposal) for the specifications stated elsewhere in this solicitation document. Proposals shall be submitted in an envelope marked on the outside with the offeror’s name and address and **RFP – SECURITY SCREENER SYSTEMS to**:

South Panola School District

Attn: David Rubenstein

209 Boothe Street

Batesville, MS 38606

Proposals will be received at the above address or electronically until **1:00 PM, February 13, 2024**. Proposals will be opened as received. Prices will not be read, nor disclosed in any other manner until award is made.

Faxed proposals will not be accepted. Proposals must be submitted in sufficient time to be received and time- stamped at the above location on or before the published date and time shown on the RFP. SPSD will not be responsible for mail delivered from the post office. Vendors must submit sealed proposals in the form of the executed Offer Form and Price Offer Sheets together with any material required by this RFP by the time and date specified.

Proposals can be submitted electronically at <http://www.centralauctionhouse.com>.

This RFP will not be distributed in paper form. All distributions will be through electronic communication.

**The RFP contains all necessary information to submit a proposal to the District. Please review it carefully, and if specific questions arise, forward them to the email address listed herein.**

The district may award this RFP to one vendor, based upon the evaluation of all proposals received. More details are included in the Specifications selection of this Request for Proposals.

1. **INSTRUCTIONS TO OFFERORS**
2. **GENERAL**. The following instructions by the South Panola School District are intended to afford offerors an equal opportunity to participate in the proposal process.
3. Before submitting an offer to this solicitation, offerors shall familiarize themselves with all parts of this solicitation because these parts become a part of any resulting contract.
4. The fact that an offer (bid/proposal) is submitted will be construed by the SPSD Board of Trustees to indicate that the offeror agrees to carry out the furnishing of services and materials in full accordance with the specifications and other contract documents not withstanding existing material and labor markets’ conditions.
5. Any explanation desired by an offeror regarding the meaning or interpretation of these instructions or any other RFP documents must be requested in writing to David Rubenstein at drubenstein@spanola.net with sufficient time allowed for a reply to reach offerors before the submission of their offers. Oral explanations or instructions will not be binding. Any information given to a prospective offeror will be furnished to all prospective offerors as an amendment to the RFP if such information is necessary to offerors in submitting proposals or if the lack of such information would be prejudicial to uninformed offerors.
6. SPSD’s procurement official for this contract is Director of Finance & Business Operations. Questions regarding specifications may be directed to David Rubenstein at drubenstein@spanola.net.
7. The terms offeror, contractor, proposer, vendor, and/or bidder refer to the person/firm that submits the offer to this solicitation document. The terms SPSD, owner, district, and/or government entity refer to South Panola School District.
8. SPECIFICATIONS. Offerors are expected to examine the specifications, standard provisions and all instructions. Failure to do so will be at the offeror's risk. Offers submitted on other than authorized forms or with different terms or provisions may be considered to be non-responsive.
9. INFORMATION REQUIRED. Each offeror shall furnish the information required by the RFP documents. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to SPSD.
10. SUBMISSION OF PROPOSALS. The offeror should propose his/her lowest and best offer, F.O.B. destination, on each item. Sealed proposals shall be submitted in an envelope marked on the outside with the offeror’s name and address and the RFP name. Proposals must be submitted in sufficient time to be received and date/time stamped at SPSD’s Purchasing Office on or before the published deadline date and time shown on the RFP. Also, proposals can be submitted electronically at [www.centralauctionhouse.com](file:///C%3A%5CUsers%5CdRubenstein%5CDesktop%5CDocuments%5CBids%5CRFP%20Security%20Screener%20Systems%5Cwww.centralauctionhouse.com). **Proposals received after the published time and date cannot be considered. Faxed or email proposals will not be accepted**. Proposals may be delivered in person or addressed to:

Mr. David Rubenstein

Director of Finance & Business Operations

South Panola School District

209 Boothe Street

Batesville, Mississippi 38606

1. All prices shall be entered on the proposal in ink or typewritten. All required signatures shall be original and in ink or electronic.
2. Proposed price should be firm (fixed). If the offeror, however, believes it necessary to include an economic price adjustment after the initial year, such a proposal may be considered, but only as an alternate proposal. The economic price adjustment should give the maximum price increase (either % or $), which can’t be more than the consumer price index and the date and/or event at which the increase would be effective. This includes F.O.B. destination, but could be actual reasonable shipping costs after the initial year.
3. SPSD is exempt from federal excise taxes, state and local sales and use taxes.
4. Failure to sign the offer may disqualify it.
5. Please review [www.centralauctionhouse.com](http://www.centralauctionhouse.com) for addendums to the specifications.
6. DISCUSSIONS/NEGOTIATIONS. Discussions/negotiations may be conducted with offerors who are deemed to be within the final competitive range; however, SPSD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined and will include only those initial offers determined to have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer. The best and final offers may be required as early as 24 hours after completion of negotiations/discussions.
7. BEST AND FINAL OFFERS. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer if price/delivery is changed from the originally submitted proposal. Best and final offers must be received by the date/time provided during discussions/negotiations or the originally submitted proposal will be used for further evaluation and award recommendation.
8. MODIFICATION OR WITHDRAWAL OF PROPOSALS. Proposals may be modified or withdrawn by written or telegraphic notice received by SPSD prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by an Offeror or his/her authorized representative prior to the opening date/time, provided the offeror's identity is made known and he or she signs a receipt for the proposal.
9. OPENING PROPOSALS. All proposals shall be opened after the deadline. A formal "opening" will not be held and prices will not be read. Trade secrets and confidential information contained in proposals shall not generally be open for public inspection, but SPSD’s records are a matter of public record.
10. **General Conditions**
11. **SCOPE OF PROPOSAL**.
12. The South Panola School District (SPSD) is accepting Request for Proposals from qualified vendors to provide goods, equipment, system(s) and services for Security Screener Systems.
13. The district may award this RFP to one vendor, based upon the evaluation of all proposals received. A contract would be executed with the successful vendor as a result of this process. More details are included in the Specifications section of this Request for Proposals.
14. This proposal should include all strategies, solutions, goods, equipment, system(s), and services which will result in the development of Security Screener Systems as detailed in the Scope of Work located in Section V of this solicitation document.
15. This RFP is in six (6) parts/sections: I. Notice to Offerors; II. Instructions to Offerors; III. General Conditions; IV. Responsibilities of Offerors; V. Contract Scope of Work; and VI. Offer Forms. These parts are applicable and form a part of all contract documents and a part of the terms/conditions of all purchase orders for services included in the specifications and offer forms.
16. This is a contract and effective from Board approval and end on June 30, 2025.
	1. **CONDITIONS OF AGREEMENT**. The conditions of agreement consist of the following and in the event of conflicting provisions, the order of importance is:
		* Scope of Work (Section V.)
		* Responsibility of Vendors (Section IV.)
		* Instructions to Offerors (Section II.)
		* General Conditions (Section III.)
		* Notice to Offerors (Section I.)
		* Offer Forms (Section VI.)

**3.0 PROPOSAL SUBMITTAL**. A signed, submitted proposal constitutes an offer to perform the work specified in the solicitation.

**4.0 SPECIFICATIONS**. The offeror shall note in writing any deviations from the specifications and shall submit those changed specifications as alternates.

**5.0 GENERAL EVALUATION**. SPSD will generally award contracts based upon the lowest, responsive, responsible offer, price and other factors considered. It is not the practice of the district to purchase on the basis of low price alone. In determining the "lowest responsible" offer, SPSD may consider, in addition to price, other factors such as compliance with the RFP documents, delivery requirements, suitability of services, past performance of the vendor, other factors contributing to the overall costs, both direct and indirect, related to an item, and compliance with SPSD's policies and goals.

1. The district may award a contract to the responsive, responsible offeror with the lowest and best aggregate offer.
2. Extensions of unit prices shown will be subject to verification by the district. In case of variation between the unit price and the extension, the unit price will shall prevail.
3. In the event identical proposals are submitted which are determined by SPSD to be the lowest and best responsible offers, usually one offer will be selected as the successful vendor.
4. In determining how to award a contract or contracts in conjunction with the RFP, the District shall consider the following:
	1. The purchase price;
	2. The reputation of the vendor and of the vendor's goods or services;
	3. The quality of the vendor's goods or services;
	4. The extent to which the goods/ services meet the district's needs;
	5. The vendor's past relationship with the district;
	6. The total long-term cost to the district to acquire the vendor's services; and
	7. Any other relevant factor specifically listed in the request for bids or proposals.
	8. SELECTION PROCESS
	9. Selection Process - The Evaluation Committee will be composed of members from the South Panola School District. The South Panola School District reserves the right to add, delete or substitute members of the Evaluation Committee as it deems necessary.
	10. Pricing - All fees and charges should be included in the prices section. However, if the proposer anticipates any extraordinary charges, they must be detailed in the proposal.
	11. Comprehensive service solution which has the most compatibility with the environment and which best meets the complete needs of the South Panola School District.
	12. Proposal will be evaluated and scored independently by each member and the scores will be compiled to generate a combined score. The proposals will be rank in order, beginning with one, then two, three, and so on, until all proposals have been ranked. The proposal receiving the highest combined point total will be ranked number one and the remaining proposals will be ranked following that method.
	13. The Evaluation Committee will narrow the submitted proposals to the few that best meet the requirements of the Request for Proposal (RFP) and which best meets the complete needs of the South Panola School District. At that point interviews may be scheduled for oral presentations and interviews. Should a contract not be agreed upon, the committee will begin negotiations with the second best proposer. This will continue until an acceptable agreement can be developed. The resulting contract(s) may be sent to the Board for approval along with the award recommendation.
5. **RESERVATION OF RIGHTS.** SPSD expressly reserves the right to:
	1. Reject or cancel any or all proposals;
	2. Waive any defect, irregularity or informality in any proposal or RFP procedure;
	3. Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is not impaired;
	4. Reissue an RFP;
	5. Consider and accept an alternate proposal as provided herein when most advantageous to SPSD;
	6. SPSD has the right to cancel the contract with a thirty-day written notice, without prejudice, for factors including, but not limited to, non-availability or non-appropriation of funds, services and goods not used would be prorated; and/or
	7. Procure any item or services by other means to meet time-sensitive requirements.
6. **ACCEPTANCE** Notification of award will be by a letter of acceptance via email. The letter of acceptance citing the RFP consummates the contract which consists of the RFP, the vendor’s offer, and the signed letter of acceptance. Subsequent purchase orders may be issued as appropriate.
7. I**NVOICES AND PAYMENTS**. Offeror shall submit separate invoices on each purchase order after each delivery and/or project completed. Invoices shall indicate the purchase order number and the RFP name. Invoices shall be itemized. Payment shall not be due until all items on the purchase order have been received by SPSD (unless specified in the specifications) or the project has been completed and the above instruments are submitted and the invoice has been accepted by SPSD. Funds for completed purchase orders concerning this contract will be available within forty-five (45) days of completion and acceptance by the district and the vendor submitted a W9 to SPSD.
8. **WARRANTY-PRICE**. The price to be paid shall be that contained in offeror’s proposal which offeror warrants to be no higher than offeror's current prices on specification covered by this RFP for similar quantities under similar or like conditions and methods of purchase. In the event offeror breaches this warranty, the prices of the services shall be reduced to the offeror's current prices on orders by others, or in the alternative, SPSD may cancel this RFP without liability to offeror for breach.
9. **TERMINATION.** SPSD shall have the right to terminate for default all or any part of this contract if offeror breaches any of the terms hereof or if the offeror becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which SPSD may have in law or equity, specifically including, but not limited to, the right to collect for damages or demand specific performance.
10. SPSD has the right to terminate this contract for convenience, without penalty, for non- appropriation or non-availability of funds by delivery to the offeror of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.
11. SPSD may terminate the contract and debar the vendor from future “bidding” for violations of the federal requirements including, but not limited to, “Contract Work Hours and Safety Standards Act”, and “Equal Employment Opportunity Act”
12. **ASSIGNMENT-DELEGATION**. No right or interest in this contract shall be assigned or any obligation delegated by offeror without the written permission of SPSD.
13. **INTERPRETATION**. This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this RFP shall not be relevant to determine the meaning of this RFP even though the accepting party has knowledge of the performance and opportunity for objection.
14. **APPLICABLE LAW**. This RFP, and its resulting contract, shall be governed first by the laws of the State of Mississippi, and venue for any disputes arising thereunder shall be in Panola County, Mississippi.
15. **NOTIFICATION OF CRIMINAL RECORD**. The person or entity submitting an offer must give notice to the district, at the time of offer submission, if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).
16. **INDEMNIFICATION AND HOLD HARMLESS**: Except as otherwise expressly provided, offeror shall defend, indemnify, and hold SPSD harmless from and against all claims, liability, loss and expenses, including reasonable costs, collection expenses, and attorneys’ fees incurred, which arise by reason of the acts or omissions of offeror, its agents or employees in the performance of its obligations under this contract. This clause shall survive termination of this contract.
17. **CONFIDENTIALITY AGREEMENT** The person or entity submitting an offer must sign an agreement acknowledging that all data and information provided for use under any agreement will be held in the strictest confidence.
18. **DISTRIBUTION**. The South Panola School District owns the exclusive right to distribute this and any procurement document to vendors requesting to be included in the procurement process or to vendors that have been identified as vendors qualified to provide the goods and/or services required in this document.
19. **DISCUSSIONS/NEGOTIATIONS**. Discussions/negotiations may be conducted with offerors who are deemed to be within the competitive range; however, SPSD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined and will include only those initial offers determined to have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer. The best and final offers may be required as early as 24 hours after completion of negotiations/discussions.
	1. **RESPONSE FORMS:** Forms are required to be completed and submitted along with your responses. Failure to complete and submit these forms is grounds for disqualification of your offer. The required forms and the purpose they fulfill are:

**PROPOSAL/BID FORM** – This form is to complete pricing offered for this project and must be submitted with signature of person authorized to commit your company to this project at the price(s) offered.

1. **RESPONSIBILITIES OF OFFERORS**
2. The responsibility for compliance with this solicitation and the subsequent contract shall be with the bidder/offeror.
3. Offerors are expected to provide prompt service that is due under this contract including warranties and identified deliverables. Past performance of offerors may be a factor in awarding future contracts.
4. Offerors are expected to deliver good(s) and service(s) per specifications.
5. **Submit one (1) original and three (3) copies of your offer. In addition, vendors must supply an electronic copy on flash drive. This will not be returned. Vendors may instead submit electronically at www.centralauctionhouse.com.**
6. The proposer declares that in the event of the award of a contract to the undersigned to this offer will comply with all federal, state and local laws.

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1. **Evaluation and Award Process**: Proposals received as a result of this solicitation will be evaluated according to details included in above Section III, Paragraph 6.0 of this document and scored according to the following scoring

|  |  |
| --- | --- |
|  |  |
| **1** |  | **The purchase price – The price of the goods and services are consistent with market value for similar systems, and matches the quality of the systems:*** **A detail description of rate of services per year is provided.**
* **SPSD discount % is clearly specified**
* **Cost is itemized separately**
 | **41 pts.** |  |
| **2** |  | **The extent to which the goods and services meet the district’s needs:*** **Do the goods and services address an identified need?**
* **Easy to use goods and systems.**
* **Timeframe to complete the project.**
 | **34 pts.** |  |
| **3** |  | **The vendor’s past relationship with the district:*** **Have the goods and services been used with clearly measurable success in SPSD or districts of similar size and demographics?**
* **Usage reports indicate consistent use and /or implementation.**
* **Goods and service have been used in similar Mississippi school district.**
 | **5 pts.** |  |
| **4** |  | **The reputation of the vendor and of the vendor’s services**:* **What type of service agreement accompanies the service at no additional charge, including start-up training, ongoing professional development and warranties?**
* **Request for technical assistance were addressed within 24 hours on a consistent basis**
* **Requests were addressed within 10 days on a consistent Basis.**
* **Web-based support is available 24/7**
 | **10 pts.** |  |
| **5** |  | **The quality of the vendor’s services:*** **The description and sample provided clearly illustrates the use and purpose of the good or service.**
* **The description provided matched the actual good or service.**
 | **10 pts.** |  |
|  | **TOTAL POINTS** | **100 Pts.** |  |
|  | **NAME OF FIRM:** |  |  |  |
|  | **REVIEWER:** |  |  |  |

1. **Additional Information**: The following additional information is included to enable prospective vendors to familiarize themselves about SPSD;
2. **About SPSD:** The **South Panola School District** (**SPSD**) is a school district based in Batesville, Mississippi. SPSD, which operates schools in much of Panola County, Mississippi.
3. **Location and Area**: SPSD covers approximately 486 square miles of land. The district serves the following cities:
	* + - Batesville
			- Pope
			- Courtland
			- In addition, SPSD covers unincorporated areas of Panola County.
4. **District Profile**: SPSD is comprised and governed by the following individuals. Estimated counts are provided for executives, principals, teachers and student enrollment and are listed in detail below:
	* + - Trustees – Five (5) trustees of the South Panola School District are elected by residents under a single-member district plan. After each census is taken, the Board of Trustees apportions the school district into five areas of similar population. One trustee is elected to represent each of these five districts for a five-year term of office. The terms are staggered so that the board maintains a number of veteran trustees as new members are elected.
			- Executives – 12 – Comprised of one (1) Superintendent and approximately 11 other executives described as Assistant Superintendents, and/or Directors.
			- Schools - 6
			- Principals – 7
			- Teachers - 320
			- Students - 4330
5. Additional information about South Panola School District can be obtained from the District’s website at [www.spsd.k12.ms.us.](http://www.spsd.k12.ms.us.)
6. In the response to this request for proposal, vendor(s) are expected to qualify themselves for the types of goods and services proposed. For example, a vendor may demonstrate capability by including synopses of successful implementation of the project. Of particular interest would be use with school districts approximating the demographic makeup of SPSD.
7. *Vendor(s) are required to cite at least three reference accounts with which they have worked within the past three years*.
8. Respondents are encouraged to include a matrix of costs in their proposal to show the SPSD’s expected costs for this project.
	1. **Projected Dates of Award and Implementation:**
	2. Questions related to this Request for Proposal will be received only in writing via e-mail. Questions may be e-mailed to Mr. David Rubenstein at drubenstein@spanola.net
	3. The deadline for sending questions related to this RFP is 1:00 P.M. on February 1, 2024.
	4. Responses to the RFP are due to the District by 1:00 P.M. on February 13, 2024.
	5. A district Evaluation and Selection Committee will review the responses and select the top vendor(s).
	6. If required, the top vendor(s) will be invited to demonstrate their solution and/or system and interviews, based on a District pre-defined script. Selected vendors will be notified by e-mail if the district determines that such interviews are needed. Interviews may be conducted virtually.
	7. The successful vendor will work with the District to develop an implementation plan, which will include a deadline to become fully operational.
	8. **Proposal Schedule**: The SPSD desires to contract with one vendor to provide the goods and services of Security Screener Systems under this solicitation according to the following schedule:

|  |
| --- |
| **Timeline** |
| **Release RFP** | **Advertising Dates: January 24 and 31, 2024** |
|  |
| **Question Deadline** | **February 1, 2024 1:00PM** |
| **Question Response Deadline February 8, 2024** |
| **RFP Due** | **February 13, 2024 1:00PM****June 14, 2022 10:00AM** |
| **Board Meeting** | **Estimated: February 20- March 29, 2024** |

##### V. SCOPE OF WORK

***Request for Proposals (RFP)- Security Screener Systems***

The South Panola School District request for proposals an artificial Intelligence (AI) Security Screener System. These systems will be utilized to enhance security measures within our educational facilities. The project includes the goods/equipment of four (4) portable security screening units, necessary training, and any additional goods/equipment required for the effective operation of the units.

***Specifications:***

**AI Security Screener Systems:**

The systems must employ contactless screening technology, enabling non-intrusive and efficient security checks.

They should have the capability to detect concealed weapons and potential threats without requiring individuals to empty their pockets or pass through traditional metal detectors.

**High-Speed Scanning:**

The solutions must be designed for high-speed screening of individuals up to a minimum of 4,000 people per hour.

They should be suitable for deployment in crowded areas where efficiency and throughput are essential, ensuring minimal disruption to daily operations.

**Artificial Intelligence (AI) Integration:**

The systems should incorporate advanced AI and machine learning algorithms to enhance threat detection accuracy.

These algorithms must effectively identify potential threats while minimizing false positives, thereby optimizing security operations.

**Data Analytics and Reporting:**

The systems must provide robust data analytics and reporting features.

Security personnel should be able to analyze screening data and generate actionable insights, aiding in the improvement of security protocols and decision-making.

**Durability and Mobility:**

The system must be designed for both indoor and outdoor use as well as portable.

**Accessibility:**

The system must be ADA compliant.

**Integration Capabilities:**

The systems should seamlessly integrate with existing security infrastructure, access control systems, and surveillance networks within our educational facilities.

Compatibility with our current security environment is crucial for efficient operations.

**Price Proposal:**

The price proposal for the entire systems should be detail breakdown for the goods/equipment, systems, training, support, maintenance, warranty and installation. Provide price proposal for purchase of the entire systems at the beginning after installation, payments over four (4) years and any other options.

**Timeframe:**

$200 per day deduction for each day the systems are not operational from day 61 after receiving the purchase order to proceed.

**Additional Goods/Equipment:**

Provide the price for each additional security screening unit. The price would be good until June 30, 2025. Please note based on Instructions to Offerors 4.2 (page 2, 3) if a CPI price adjustment would be needed.

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**VI. OFFER FORMS**

TO: SPSD

I, or we, the duly authorized undersigned, having carefully read the Instructions to Offerors, General Conditions, Notice to Offerors, Contract Specifications, Responsibilities of Offerors, and Offer Forms, do hereby agree to enter into a contract with SPSD by tendering this offer to perform the work required and/or provide the service(s) and/or material(s) specified in this solicitation. I, or we, will deliver per specifications found in this RFP document for the prices indicated.

I, or we, also certify to the accuracy of the certifications required (including, but not limited to, Felony Conviction Notice) which accompany this offer.

The prices in this offer have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices, with any other offeror or with any competitor. I, or we, are authorized to submit this offer and have not been a party to any collusion among offer/offerors in restraint of freedom of competition by agreement to offer at a fixed price or to refrain from offering; or with any SPSD employee, Board Trustee, or consultant as to quantity, quality, or price in the prospective contract, or in any terms of the prospective contract except in any authorized discussion(s) with SPSD’s Purchasing personnel; or in any discussions or actions between offer/offerors and any SPSD employee, Board Trustee, or consultant concerning exchange of money or other things of value for special consideration in the award of this contract.

 An individual proprietorship A partnership

 A corporation chartered under the laws of the State of , acting by its officers pursuant to its by-laws or a resolution of its Board of Directors

Company Officer:

Date: Name of Firm:

Signature: Firm’s Address:

Street Address

Name:

Please Print City State Zip

Title: Phone #:

Please Print

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |   | Fax #: |   |
|  |  | SS or Fed ID #: |   |

RFP – SECURITY SCREENER SYSTEMS

**RFP – SECURITY SCREENER SYSTEMS**

 **STRUCTURE OF PROPOSAL**

**Proposal Summary:**

The Vendor should provide a summary of the proposal pricing to include all required goods/equipment and services for Security Screener Systems.

These can be identified individually on the pricing form and priced according to a daily rate according to the individual(s) providing services under this agreement.

Your proposal should be offered as a quote for goods/equipment and systems based on estimated numbers given in the section to accomplish the work under this Request for Proposal as the framework for your proposal price. Additionally, this pricing matrix will govern any change order or additional work requested in addition to the original work.

The proposal should clearly illustrate how the management services will assist the District with meeting the goals and objectives listed in section V.

**Cost Proposal:**

The Vendor’s proposal should include all known, expected, proposed or optional costs, including all software, hardware, licenses, conversion, implementation, training, copying, printing and modification costs.

**INDEPENDENT CONTRACTOR**

**DEBARMENT VERIFICATION FORM**

 (Please print clearly or type)

|  |  |
| --- | --- |
| Subgrantee’s/Contractor’s Name |  |
| Authorized Official’s Name |  |
| Complete Address |  |
| Contact Number |  |
| Are you currently registered with [www.sam.gov](http://www.sam.gov) (Yes or No) If yes, attach supporting documentation and DUNS number must be Active with open access. **(Federal fund requirement)** |  |
| Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If not, please register and provide documentation of registration status. **(Federal and State/Other fund requirement)** |  |

*\*\*Appropriate signatures shall certify statements below.*

**FEDERAL DEBARMENT CERTIFICATION:**

CONTRACTOR hereby certify that at the execution of a contract with the Mississippi Department of Education and South Panola School District, CONTRACTOR is not on the list for federal debarment on [www.sam.gov](http://www.sam.gov) – System for Award Management.

**STATE OF MISSISSIPPI REGISTRATION:**

CONTRACTOR hereby certify that at the execution of a contract with the Mississippi Department of Education and South Panola School District, CONTRACTOR is not on the list for debarment on [www.sos.ms.gov](http://www.sos.ms.gov) for doing business with the State of Mississippi or with any Mississippi State Agency or Local Governmental Entity.

**PARTNERSHIP DEBARMENT CERTIFICATION:**

CONTRACTOR hereby certify that all entities who are in partnership through this contract or grant with the Mississippi Department of Education (MDE) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to MDE.

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*Original Signature of Contractor or Authorized Official Date*

**QUALIFICATION STATEMENT**

1. **GENERAL INFORMATION**

Date Firm Name Address City State Zip

Contact Person(s) – limited to two persons per firm/application Contact No. 1

Name Title Telephone Fax Internet/E-mail address

Contact No. 2:

Name Title Telephone Fax Internet/E-mail address

Type of organization:

 Sole proprietorship (individual) Partnership

 Professional corporation Corporation

 Joint venture Other

1. QUALIFICATION STATEMENT

In 100 words or less statement, please describe what makes your firm uniquely qualified to perform services for a **SECURITY SCREENER SYSTEMS,** including any superior qualities:

**THIS PAGE MUST BE RETURNED WITH THE RFP**

1. FIRM BACKGROUND AND STAFF

Year present firm established Name of parent company, if any

Address

List principals of firm

Former company name(s), if any, and year(s) established:

Name Year Name Year Name Year

Number of employees in firm locally:

Total of employees in firm (all office locations):

Who will be your designated representative assigned to SPSD?

Who is the senior member of the firm assigned to SPSD?

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1. **Describe the manner in which the firm will work with the district, or its designee, to define the**

**SECURITY SCREENER SYSTEMS project and to perform the work. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. PROFESSIONAL LIABILITY INSURANCE

Describe limits per project

Describe limits in aggregate

Describe deductible

Have you had any claims asserted against you within the last five years?

If yes, provide details of each claim.

***Please submit a sample copy of a completed* SECURITY SCREENER SYSTEMS created *for a district or entity of similar size to SPSD.***

1. CURRENT CLIENTS

Please list three (3) of your current school district clients whose projects reflect the scope of your present workload.

* 1. Projects

District

Contact person/title

Phone number

Project description

* 1. Projects

District

Contact person/title

Phone number

Project description

* 1. Projects

District

Contact person/title

Phone number

Project description

1. Please attach any additional information and/or brochures that would provide additional information about your firm in relation to this request.
2. APPLICATION SIGNATURE:

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the Federal and State Programs.

The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow SPSD to check references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this Qualification Statement has been completed with no consultation, collaboration or conversation with other firms competing on the same project.

NAME (Please print or type) TITLE DATE

SIGNATURE of FIRM’S CONTACT PERSON

**THIS PAGE MUST BE RETURNED WITH THE RFP**