



PRE-BID CONFERENCE ON SUBMISSION REQUIREMENTS EMPLOYEE ASSISTANCE PROGRAM IFB

AGENDA

- Procurement Team
- Housekeeping
- Procurement Overview
- 5-Step Submission Process
- Bid Review Process
- Closing



MISSISSIPPI DIVISION OF
MEDICAID

PROCUREMENT TEAM

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Please place your microphone on mute.



**Please refrain from typing questions
directly into the chat.**



**Presentation slides will be posted on
DOM's website.**

OVERVIEW

Understand

- Understand the bid submission process.

Educate

- Educate on the requirements of the submission.

Ensure

- Ensure the procurement process is fair and just to all vendors.

FIVE (5) STEP SUBMISSION PROCESS





LETTER OF INTENT

(completed prior to Pre-Bid Conference)

Letter of Intent is a requirement for bid submission eligibility.

Signed by individual authorized to commit the Offeror to the work proposed.

SharePoint access to two (2) individual email addresses. No shared emails.

Letter of Intent Submission does NOT bind a prospective Bidder to submit a bid.

PRE-BID SUBMISSION CONFERENCE



A record of all attendees will be taken.

Nothing stated in the Pre-Bid Submission Conference will change the submission requirements. Only an amendment can change submission requirements.

QUESTIONS



Questions are to be submitted using the Question-and-Answer template provided on the Medicaid website found at: <https://Medicaid.ms.gov/resources/procurement>



Email questions to: procurement@medicaid.ms.gov with subject line:
EAP – Questions.



Procurement will email receipt confirmation.



Questions received after the deadline will NOT be answered.

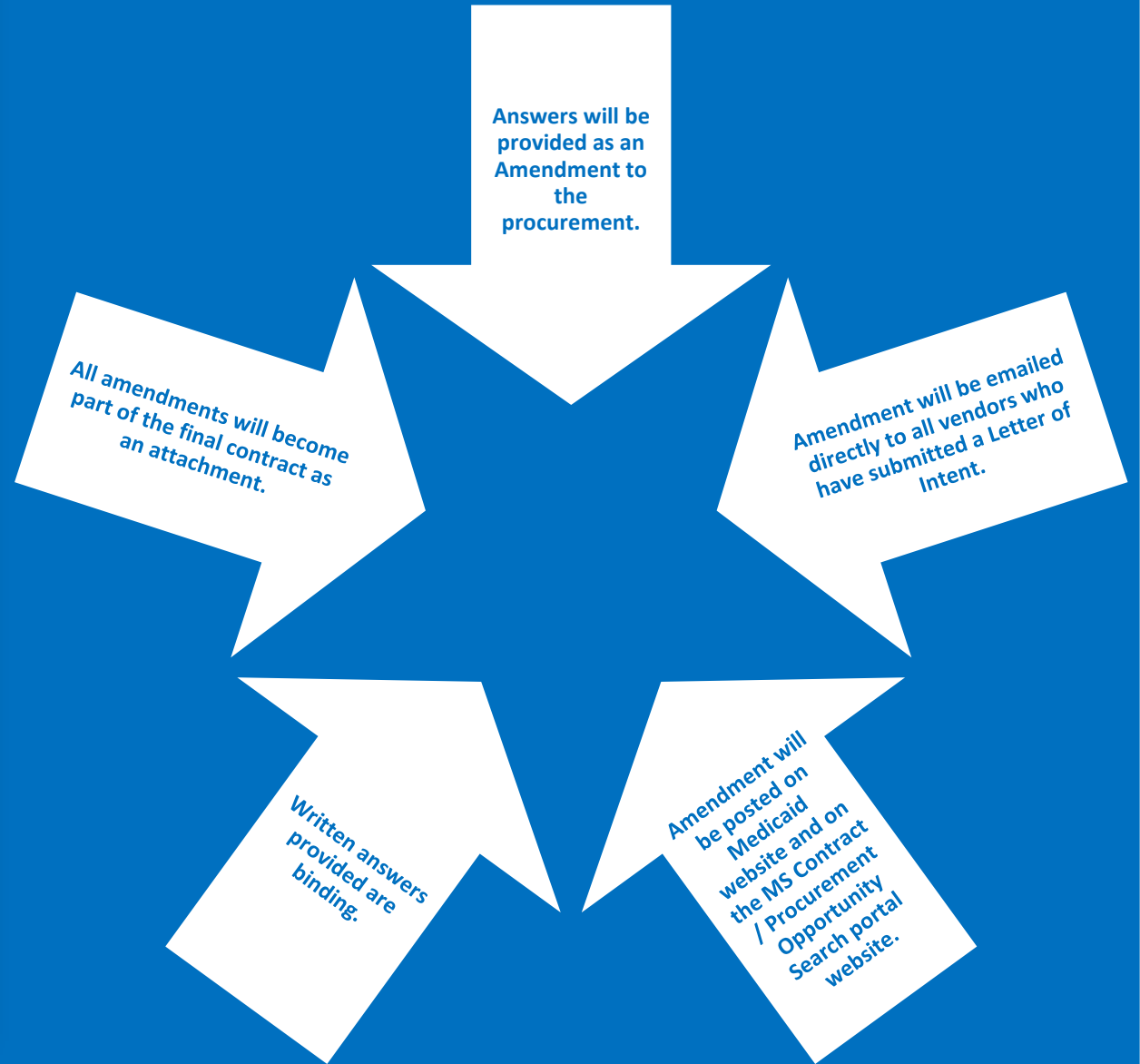


A register of questions will be compiled, exactly as submitted.





ANSWERS



ACKNOWLEDGEMENT OF AMENDMENT(S)

Each amendment must be signed and acknowledged by any stated deadline in the amendment and also included in the final submission.

In the final submission, Amendment Acknowledgements must be included behind the Attachment I cover sheet. Vendors who fail to submit all Amendment Acknowledgements may be deemed non-responsive.



SHAREPOINT ACCESS

Bidders will only have access to their company's specific folder within SharePoint.

Upload a test document titled, "Test Document".

Email procurement@medicaid.ms.gov for confirmation of receipt of test documents in SharePoint.



Each vendor should confirm SharePoint access, at a minimum, two days prior to submission deadline. Issues with SharePoint access should be directed to: Sally.Harrison@medicaid.ms.gov and copy the procurement team.

Please do **NOT** remove the Test Documents from your SharePoint file.





BID SUBMISSION REQUIREMENTS

You'll find a Bidder's Response checklist in the procurement documents. This checklist is a guide to help avoid any missing information. Required forms should not be modified. Incomplete submissions may be rejected.

All submissions must be in a single searchable Adobe Acrobat PDF file and must not be password protected.

Each Attachment is required to have a cover sheet and every page should be numbered with page number centered in the footer.



IFB #

Bidder's Name

Attachment A -Bid Cover Sheet

**Attachment B - Addendum 1: Minimum Qualifications (1.12.2(1))
Bidder Experience Requirement**

**Provide your narrative to the requested information
under Bidder Experience Requirement.**

END OF RESPONSE

PROPRIETARY INFORMATION FORM

Attachment F

Each vendor must make a selection on this form stating if you are providing both an unredacted and redacted submission or just an unredacted submission.

If your bid submission contains **no proprietary information**, select the unredacted submission option. The entire document will then be released publicly along with the procurement file and posted on our website.

If you have **proprietary information** that will be redacted, select the redacted submission option and provide two copies of your bid submission – one unredacted and one redacted that shall be marked “**Public Copy**.” This “**Public Copy**” will be released along with the procurement files and posted on our website.

Each page containing redaction of confidential commercial / financial information should be marked in the upper right-hand corner as “**Confidential**.” Please redact the information in accordance with the Mississippi Public Records Act under Mississippi Code Annotated §§ 25-61-9, 75-26-1 - 75-26-19, and/or 79-23-1.

It is the responsibility of the bidder for any errors made in redaction of documents.

Attachment F – Proprietary Information Form

Designation of this form is required (Select One)

By designation and your signature below, you indicate that you understand that failure to clearly mark or designate proprietary information within the response to this solicitation as identified may result in disclosure of such information as it will be subject to review by the general public after award of the contract.

For all procurement contracts awarded by state agencies, the provisions of the contract which contain the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret, or confidential commercial or financial information, and shall be available for examination, copying, or reproduction.

☐ Offeror hereby certifies that the complete unredacted copy of its submission may be released as a public record by DOM at any time without notice to vendor. The vendor explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its quote as provided in Mississippi Code Annotated § 25-61-9(1)(a). The submission contains no information vendor deems to be confidential commercial and financial information and/or trade secrets in accordance with Mississippi Code Annotated §§ 25-61-9, 75-26-1 - 75-26-19, and/or 79-23-1. An Offeror who selects this option but submits a redacted copy of its submission may be deemed non-responsive.

☐ Along with a complete copy of its submission, Offeror has submitted a second copy of the submission document in which all information Offeror deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Offeror acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR Rules and Regulations if DOM or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the submission which are not subject to Mississippi Code Annotated §§ 25-61-9, 75-26-1 - 75-26-19, and/or 79-23-1. Vendor - acknowledges and agrees that DOM may release the redacted copy of the submission document at any time as a public record without further notice to the Offeror. An Offeror who selects this option but fails to submit a redacted copy of its submission may be deemed non-responsive.

Each page of the response considered by the respondent to contain trade secrets or other confidential commercial/financial information should be marked in the upper right-hand corner with the word “CONFIDENTIAL” and the related information should be redacted in black. The redacted copy of the submission should be in a single document and shall be clearly labeled “PUBLIC COPY” on the cover page. This copy should be in a searchable Microsoft Word or Adobe Acrobat (PDF) format. To the extent possible, confidential information should be redacted sentence by sentence unless all content on the page is clearly confidential under the law.

Any pages not marked accordingly will be subject to review by the general public after the award of the contract. Requests to review the proprietary information will be handled in accordance with applicable legal procedures. Failure to clearly identify trade secrets or other confidential commercial/financial information may result in that information being released in a public records request.

Signature of Authorized Official

Date

Name of Organization

Although references are listed as a requirement under Minimum Qualifications, Addendum 1, you will NOT provide references in a narrative format. Bidders should provide references using Attachment G provided in the IFB.

Bidders must include ALL business clients for the last 5 years that are listed in your Bidder Experience projects list.

The Procurement Team will contact your references randomly until two individuals can be reached within 3 business days from bid due date.

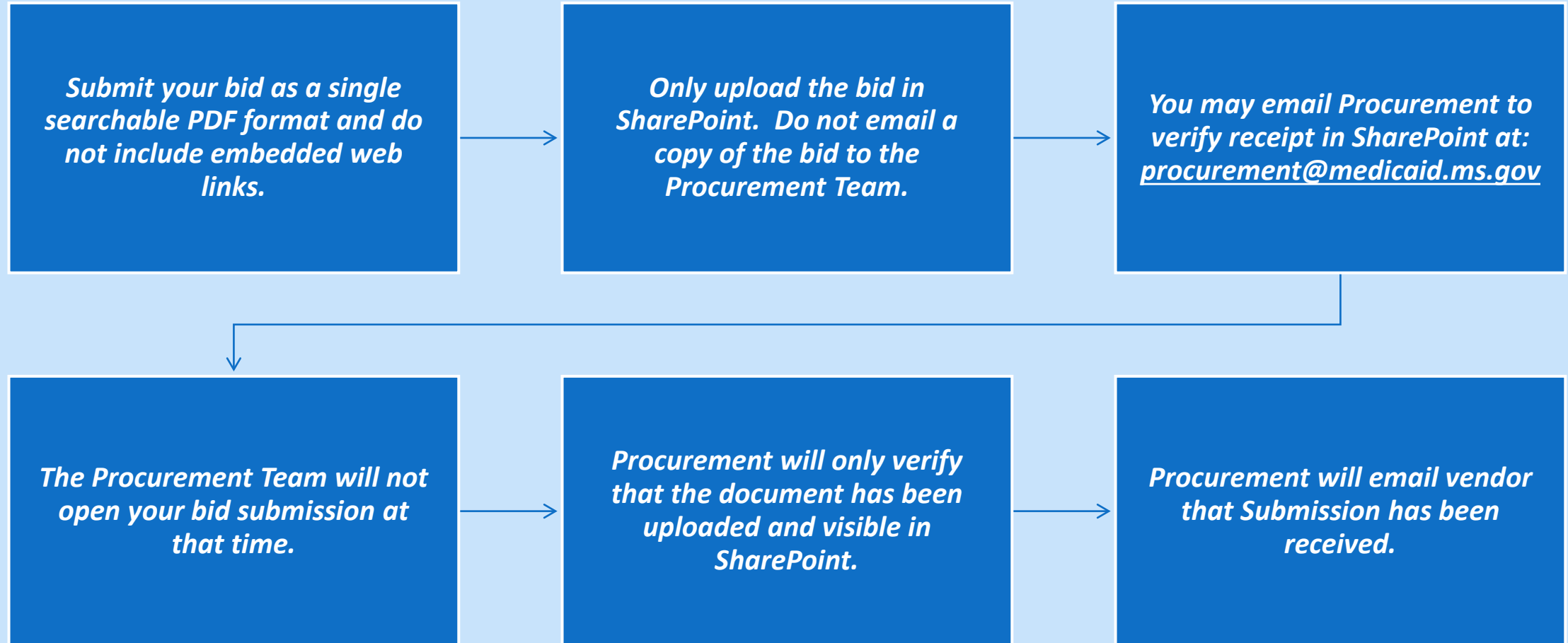


REQUIRED DOCUMENTS

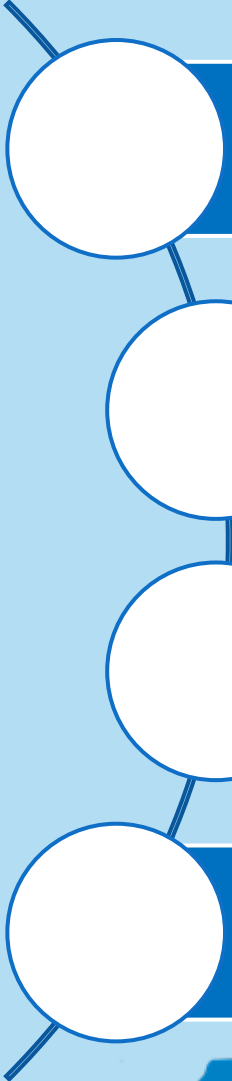
Please ensure all documents that require signatures are signed and all applicable form fields are completed.



READY FOR BID SUBMISSION



BID REVIEW PROCESS



The Procurement Team will review the Bid Submissions to ensure that all required documents have been provided in accordance with the Bid Response Checklist. Bidders not submitting all the documents may be deemed **non-responsive**.

The Procurement Team will review the Bid Submissions to ensure that documents or narratives have been provided in accordance with the Minimum Qualifications section. Bidders not submitting all of the requested information may be deemed **non-responsible**.

After the responsive and responsible bidder(s) have been determined, the award will be made to the bidder with the lowest cost on the Bid Form (Attachment B). Remember, required forms, including the Bid Form, CANNOT be modified.

After review has been completed and an award is made, the **Notice of Intent to Award** will be emailed directly to all vendors who submitted bids. The Notice of Intent to Award will also be posted on DOM's website, in the MS Procurement Portal and in MAGIC.

CLOSING

