

INVITATION FOR BIDS

IFB Number: 20AOS

Accounting Services

Issue Date: September 04, 2020

All questions, request for clarifications, and answers received by the deadline shall be published as an amendment on the Mississippi contract/procurement opportunity search portal and on the agency website (<http://www.msema.org>) in a manner that all will be able to view by the deadline specified in Section 1.1.1.

CLOSING LOCATION

Mississippi Emergency
Management Agency

1 MEMA Drive Pearl MS 39208

BID COORDINATOR

LaJessica Gatlin

Telephone: (601)933-6827 Fax: (601) 933-6630

E-Mail: ljgatlin@mema.ms.gov

Bids must be received by 2:00 p.m., October 05, 2020

SECTION 1

1.1 Bid Acceptance Period

The original and **two (2) copies** of the bid form, three (3) copies total, along with one electronic copy of the proposal saved as a .pdf file and stored on a CD shall be signed and submitted in a sealed envelope or package to LaJessica Gatlin, #1 MEMA Drive, Pearl, MS 39208 no later than 2:00 p.m. on Monday, October 5, 2020. To ensure that all submitted proposals are adequately sealed and unable to be reviewed prior to the proposal opening time, no electronic or facsimile copies of proposals will be accepted. Offerors shall also submit the proposal through the State of Mississippi online financial program the Mississippi Accountability System for Government Information and Collaboration, MAGIC. Should you have questions regarding how to register as a vendor or submit your proposal please contact LaJessica Gatlin at 601-933-6827 or ljgatlin@memas.gov. Timely submission of the proposal is the responsibility of the offeror. Offers received after the specified time shall be rejected and maintained in the agency procurement file. The envelope or package shall be marked with the proposal opening date and time and the number of the request for proposal. The time and date of receipt shall be indicated on the envelope or package by the MEMA Office of Support Services. Each page of the proposal, all attachments and the CD shall be identified with the name of the offeror.

1.1.1 Timeline

- **Invitation for Bid (IFB) Issue Dates:** 09/04/2020 & 09/11/2020
- **Questions to MEMA
Deadline:** September/17/2020, 5:00 p.m.
CST
- **Anticipated Posting of Writing Answers
Questions:** September/22/2020, 5:00 p.m.
CST
- **Bid Package Submission Deadline/Opening:** October/05/2020, 2:00 p.m.
CST
- **Anticipated Notice of Intent to Award:** October/09/2020, 5:00 p.m.
CST
- **Anticipated Post-Award Debriefing
Request Date:** October/14/2020, 5:00 p.m.
CST
- **Post-Award Debriefing Held by Date:** October/16/2020, 5:00 p.m.
CST
- **Protest Deadline Date:** October/16/2020, 5:00 p.m.
CST

1.1.2 Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered or it is received before award is made and was sent by registered or certified mail not later than the fifth (5) calendar day before the date specified for receipt of bids. It must be determined by the MEMA that the late receipt was due solely to mishandling by the MEMA after

receipt at the specified address.

The only acceptable evidence to establish the date of mailing of a late bid is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

1.2 Expenses Incurred in Preparing Bid

The MEMA accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

1.3 Bid Form

All pricing must be submitted on the bid form (**Attachment B**). Failure to complete and/or sign the bid form may result in the bidder being determined nonresponsive.

1.3.1 Bidder Certification

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

1.4 Registration with Mississippi Secretary of State

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

1.5 Debarment

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or Federal government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

1.6 Additional Information

Questions about the contract portions of the procurement document must be submitted in writing to LaJessica Gatlin at #1 MEMA Drive, Pearl MS 39208 fax (601) 933-6827 or ljgatlin@mema.ms.gov. Questions concerning the technical portions of the procurement

document should be directed to #1 MEMA Drive, Pearl MS 39208 fax (601) 933-6630 or ljgatlin@mema.ms.gov. Bidders are cautioned that any statements made by contact persons that cause a material change to any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document. All questions and requests for clarifications must be submitted by the deadline specified in Section 1.1.1 and made in writing. The person submitting the question or request for clarification is responsible for its timely delivery. A

1.7 Acknowledgement of Amendments

Bidders shall acknowledge receipt of any amendment including the question and answer document to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgement must be received by MEMA by the time and at the place specified for receipt of bids.

1.8

Compensation for services will be in the form of a firm fixed-price agreement.

1.9 Written Bids

All bids shall be in writing.

SECTION 2

2.1 Purpose

MEMA is desirous of securing professional accounting and oversight services to assist with the final recovery projects for Hurricane Katrina. The State is in need of professional accounting and oversight services to ensure that the remaining projects comply with statutory and regulatory mandates regarding technical issues related to interpreting and implementing Scopes of Work for on-going Project Worksheets and issues related to the reconstruction or replacement of infrastructure damaged or destroyed in the State of Mississippi by Hurricane Katrina. As the workload for this disaster decreases, and because the work associated with Hurricane Katrina is coming to a close with final projects in progress, the offeror must have 5 years FEMA-1604 PA experience dealing with ongoing infrastructure projects.

2.2 Scope of Services

A. General Statement: All services listed in this statement are to be performed by offeror unless otherwise noted. MEMA is desirous of securing services to provide accounting and oversights to Hurricane Katrina Recovery projects. Additional information may be obtained by written request from LaJessica Gatlin, Contracts Branch Director , MEMA, #1 MEMA Drive, Pearl, MS 39208, ljgatlin@mema.ms.gov.

B. Detailed Minimum Specifications: Devise a written proposal that will illustrate how the offeror will provide accounting and oversight services for Hurricane Katrina Recovery projects. The Mississippi Emergency Management Agency requests proposals for services of accounting and oversight assistance. The offeror is intended to work with local municipalities and state agencies to facilitate fund tracking, sub-grantee internal controls, ensure state and local

contracting compliance and track and reconcile project financial performance. Further, the offeror will work side by side with MEMA's Public Assistance professionals and State Auditors, assisting them in reconciling obligated funding for qualified and authorized projects. MEMA seeks to be proactive in its accounting services to its applicants. These accounting oversight and compliance services are essential in enabling Mississippi to manage and audit its reconstruction efforts in an open and effective manner. This concurrent auditing assistance to applicants will minimize situations giving rise to any potential subsequent federal recoupment - all entities will be working from the same reconciled financial documents. This is particularly sensitive to Mississippi's local tax base; future potential recoupment efforts can thwart these economies from a full and fair economic recovery. Offeror shall appoint a lead contact for this contract that shall be responsible for managing staff, meeting project goals and objectives within budget limits. The written proposal should be such that it clearly and fully explains how the offeror will:

1. Provide audit oversight and management.
2. Provide for budget creation, tracking, consolidation and reporting, as well as budget variance monitoring for all authorized projects to sub-grantees.
3. Ensure financial compliance (i.e. track, catalog and document).
4. Ensure branch and division reconciliation between the many local governmental and non-profit agencies.
5. Provide for sub-grantee assistance including project financial controls and reporting.
6. Provide for financial reporting, by sub-grantee, by project.
7. Project financial tracking and variance reporting.
8. Coordinate and liaise with relevant federal, state and local financial community.
9. Ensure procurement and contracting compliance.
10. Identify and flag potential duplicate service contacts.
11. Provide for fraud, waste and abuse identification and remediation.
12. Provide accounting process definitions and reconciliation services.
13. Provide for consolidated financial reporting.
14. Provide for issue resolution - field contact teams.
15. Provide for financial data analysis and sensitivity.
16. Provide for financial performance and projection modeling - how are we doing?; how have we done?; how much to go?

MEMA requests the following positions, a total of ten (10) positions, be provided in accomplishing the above goals:

- i. One Director of Recovery Accounting Oversight and Program Management.
- ii. One Deputy Director of Recovery Accounting Oversight and Program Management.
- iii. One Financial Systems IT liaison.
- iv. One Branch Coordinator; CPA Certified in Mississippi.
- v. Two Division Coordinators, finance and accounting professionals.
- vi. Two Financial Analysts, Division Contact Teams.
- vii. One Information Management Specialist.
- viii. One Administrative Assistant.

Position descriptions are attached as Attachment I. MEMA reserves the right to determine the positions titles necessary to fulfill work under this contract as well as the number of staff allocated to each position title. Any alteration to the positions requested by MEMA shall not fall outside the Detailed Minimum Specifications provided for in this Request for Proposals.

Also, MEMA currently uses an advanced Web Based 'Cloud Computing' Solution that is hosted at a state of the art network operation center. The system requires bandwidth capacity of 10 meg that is burstable to 100meg. The system requires the management of Dell servers, Lefthand SANs, Cisco and Sonic Wall network hardware. The system Software requires the management of MS SQL, MS Reporting Services, Citrix, and Hyland's OnBase. The successful bidder will be responsible for all costs of ongoing maintenance and operation of this system through the term of the contract, including renewing licenses listed below. Costs associated with these items will not be billed separately and should be included in the personnel rates. Technical specifications are attached as Attachment B.

2.3 Term

The term of the contract shall be for a period of one year (1). Upon written agreement of both parties at least Sixty (60) days prior to each contract anniversary date, the contract may be renewed by the MEMA for a period of three (3) successive one-year period(s) under the same prices, terms, and conditions as in the original contract subject to approval by the PPRB and/or OPSCR. The total number of renewal years permitted shall not exceed 4 years (4).

2.3.1 Multi-Term Contracts

Unless otherwise provided by law, a contract for services may be entered into for a period of time not to exceed four (4) years with an option to renew for one (1) year, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds.

2.3.1.1 Requirements

- a) The contractor must have at least five (5) years' experience with Public Assistance FEMA 1604 Hurricane Katrina.
- b) The Procurement Officer must notify the contractor on a timely basis that the funds are or are not available for the continuation of the contract for each succeeding fiscal period.

SECTION 3

3.1 Insurance

The successful vendor shall maintain at least the minimum level of workers' compensation insurance, comprehensive general liability or professional liability insurance, with minimum limits of \$500,000.00 (five hundred thousand dollars) per occurrence and fidelity bond insurance with minimum limits of \$500,000.00. All workers' compensation, comprehensive general liability, professional liability, and fidelity bond insurance will provide coverage to the MEMA as an additional insured. The MEMA reserves the right to request from carries, certificate of insurance regarding the required coverage. Insurance carries must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The vendor shall be prepared to provide evidence of required insurance upon request by the MEMA at any point during the contract period and should consult with legal counsel regarding its obligations.

SECTION 4

4.1 Bid Evaluation

Bids will be evaluated based on the requirements set forth in **IFB20AOS**, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable where possible. This Invitation for Bids sets forth the evaluation criteria to be used. No criteria will be used in an evaluation that is not set forth in this Invitation for Bids. Only bidders who are found responsive and responsible will have their bids considered.

4.1.1 Responsive Bidder

Bidder must submit bid which conforms in all material respects to this Invitation for Bids **20AOS**, as determined by MEMA.

4.1.2 Minimum Qualifications to be Deemed Responsive

A minimum score of 30 on the Reference Score Sheet (**Attachment E**) from reference interviews by MEMA with three bidder/contractor references (for a total minimum score of 90, as well as all other requirements of this Invitation for Bids. (See **Attachments C** and **E**.)

4.1.3 Nonconforming Terms and Conditions

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. The MEMA reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by the MEMA of non-responsiveness based on the submission of nonconforming terms and conditions.

4.1.4 Conditioning Bid Upon Other Awards

Any bid which is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed non-responsive and not acceptable.

4.1.5 Bid Submission Format

The bid package must be sealed and must contain the following:

- Bid Cover Sheet (**Attachment A**)
- Bid Form (**Attachment B**)
- References (**Attachment C**)
- Certifications and Assurances (**Attachment D**)

4.1.6 Responsible Bidder

Bidder must have capability in all respects to perform fully the contract

requirements and the integrity and reliability which will assure good faith performance, as determined by MEMA.

4.1.7 Minimum Qualifications to be Deemed Responsible

Because the work associated with Hurricane Katrina is coming to a close, and the final projects are in progress, the offeror must have 5 years' PA experience dealing with ongoing infrastructure projects.

4.1.8 References

Each bidder must furnish a listing of **at least three (3)** trade references along with the contact person, address, and phone number for each. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. MEMA will use these references to determine the bidder's ability to perform the services. It is the responsibility of the bidder to ensure that the reference contact information is correct and current. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. The bidder may submit as many references as desired. MEMA will begin contacting references at the top of the list and will continue down the list until one (1) contact has been reached.

References must be listed on **Attachment C**.

4.2 Bid Opening

Bid opening will be open to the public; this will include opening, reading aloud, and listing the bid price on each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made, either stated or implied at the bid opening.

4.3 Award

The contract will be awarded by written notice to the lowest responsive bidder whose bid meets the requirements and criteria set forth in this Invitation for Bids within 10 days.

4.3.1 Notification

All participating bidders will be notified of the intent via e-mail to award a contract. Bidders will be notified via e-mail of the award. Additionally, an award or rejection letter will be sent to all bidders. In addition, MEMA will identify the selected bidder. Notice of award is also made available to the public through the Mississippi Contract/Procurement Opportunity Search Portal and the agency website www.msema.org.

4.3.2 Contract Management

If the Contractor fails to adhere to the Professional Services to Support Public Assistance Grants schedule, or if the Contractor fails to satisfactorily provide the prescribed service to all or any service area, the Contracting Agency will inform the Contractor, and the Contractor shall complete corrective action within twenty-four (24) hours. No payment shall be made to the Contractor until all deficiencies have been corrected. If the Contractor exhibits a pattern of non-performance as shown

by repeated deficiencies, the Contracting Agency may terminate the contract without further obligation to the Contractor. (Contracting Agency may elect to use the form included as **Attachment I**, Professional Services to Support Public Assistance Grant Services Contract Discrepancy Report.)

SECTION 5

5.1 Post-Award Vendor Debriefing

A bidder, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by the Director of the MEMA within three (3) business days of notification of the contract award. A vendor debriefing is a meeting and not a hearing; therefore, legal representation is not required. If a bidder prefers to have legal representation present, the bidder must notify the Director of the MEMA in writing and identify its attorney by name, address, and telephone number. The MEMA will schedule and/or suspend and reschedule the meeting at a time when a Representative of the Office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-114 through 7-114.07, Post-Award Vendor Debriefing, of the *Public Procurement Review Board Office of Personal Serve Contract Review Rules and Regulations*.

5.2 Protest of Award

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the Invitation for Bids may file a protest with the Bid Coordinator, **LaJessica Gatlin**. **The protest shall be submitted on or before Friday October 16, 2020 5:00 p.m. CST**, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder, and contain a statement of the reason(s) for protest, citing the law(s), rule(s) or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting bidder must provide facts and evidence to support the protest. A protest is considered filed when received by the **Bid Coordinator, LaJessica Gatlin, via either U.S. mail, postage prepaid, or personal delivery. Protests filed after Friday, October 16, 2019 5:00 p.m. CST, will not be considered.**

5.3 Required Contract Terms and Conditions

Any contract entered into between a Contracting Agency and a vendor/bidder shall include the required clauses found in **Attachment F** and those required by the *Public Procurement Review Board Office of Personal Serve Contract Review Rules and Regulations*.

5.4 Optional Contract Terms and Conditions

Any contract entered into between a Contracting Agency and a vendor/bidder may have, at the discretion of the Contracting Agency, the optional clauses found in **Attachment G** and those within the *Public Procurement Review Board Office of Personal Serve Contract*

Review Rules and Regulations as updated.

5.5 Mississippi Contract/Procurement Opportunity Search Portal

This Invitation for Bids, and the questions and answers concerning this Invitation for Bids, are posted on the Contract/Procurement Opportunity Search Portal.

5.6 Attachments

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if copied herein in words and figures.

Attachment A

Bid Cover Sheet

The MEMA is seeking to establish a contract for Professional Accounting and Oversight Services.

Bids are to be submitted as listed below, on or before **October 05, 2020 2:00 p.m. CST.**

PLEASE MARK YOUR ENVELOPE:

**IFB20AOS
Opening Date: 2:00 p.m.
October 05, 2020
Mississippi Emergency
Management Agency
Attention: LaJessica Gatlin
One MEMA Drive Pearl MS,
39208
SEALD BID – DO NOT OPEN**

Name of Company: _____

Quoted By: _____

Signature: _____

Address: _____

City/State/Zip Code: _____

Company Representative: _____

Telephone: _____

Fax: _____

E-Mail: _____

FEI/FIN # (if company, corporation, or partnership):	
SS# (if individual):	

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? _____

How many years and/or months has your company been in the business of performing the services called for in this Invitation for Bids? _____

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. _____

If your company is not physically located in the region, how will you supply Professional Services to Support Public Assistance Grant to agencies in the region? ____

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. _____

List all licenses or permits your company possesses that are applicable to performing the services required in this Invitation for Bids. _____

For how many customers has your company provided Professional Services to Support Public Assistance Grant service in the past five (5) years? Please include the dates, the size of the area maintained, and the annual amount of the billing to each customer. _____

What is the largest customer your company has provided Professional Services to Support Public Assistance Grant service in the past five (5) years? Please include the annual amount of the billing. _____

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. _____

List all the equipment that your company has available or that is intended to be used to perform

the services required in this Invitation for Bids. _____

Attachment B

**Bid Form for Professional
Services to Support Public
Assistance Grant**

Company	Company Representative	Telephone

Bid and Budget Sheet						
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Name of Bidder:						
	Contract Term** Initial one (1) year period.	Renewal Year 1	Renewal Year 2	Renewal Year 3	Renewal Year 4	Total Cost (Firm Fixed Price)
Total Contract Cost***						

The pricing quoted must be inclusive of, but not limited to the following:

- All required equipment and materials
- All required insurance
- All required overhead
- All required profit
- All required transportation
- All required labor
- All required business and professional licenses, permits, fees, etc. (if any)
- Any and all other costs associated with performing the services

The pricing must include ALL associated costs with no additional or hidden fees.

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Invitation for Bids, **IFB20AOS**, and the attachments herein;

2. That the company meets all requirements and acknowledges all certifications contained in this Invitation for Bids, **IFB20AOS**, and the attachments herein;
3. That the company agrees to all provisions of this Invitation for Bids, **IFB20AOS**, and the attachments herein;
4. That the company will perform, without delay, the services required at the prices quoted in this **Attachment B**; and
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date.
6. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bids.

Printed Name: _____

Signature/Date: _____

Attachment C

References

Reference 1

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Fax: _____

Reference 2

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Fax: _____

Reference 3

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Fax: _____

The bidder may submit as many references as desired by submitting as many additional copies of this Attachment C, References, as needed. The MEMA will begin contacting references at the top of the list and will continue down the list until 3 contacts have been reached. See Section 4.1.8 of this Invitation for Bids.

Attachment D

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the bid to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

1. REPRESENTATION REGARDING CONTINGENT FEES

Contractor represents that it **has/has not** retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid.

2. REPRESENTATION REGARDING GRATUITIES

The bidder or Contractor represents that it **has/has not** violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.

3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The bidder certifies that the prices submitted in response to the solicitation **have/have not** 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 used to calculate price.

4. PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES

The prospective Contractor represents as a part of such Contractor's bid that such Contractor **has/has not** retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

Name/Title: _____

Signature/Date: _____

*Note: Please be sure to **circle the applicable word or words** provided above. Failure to circle the applicable word or words and/or to sign the bid form may result in the bid being rejected as nonresponsive. **Modifications or additions to any portion of this bid document may be cause for rejection of the bid.***

Attachment E
Reference Score Sheet

TO BE COMPLETED BY MEMA ONLY

Bidder Name: _____

Reference Name: _____

Person Contacted, Title/Position: _____

Date/Time Contacted: _____

Service From/To Dates: _____

Able to provide Professional Services to Support Public Assistance Grant?	Yes	No
Satisfied with the Professional Services to Support Public Assistance?	Yes	No
Vendor easy to work with in scheduling services?	Yes	No
Was the Professional Services completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Each “yes” is 5 point(s); each “no” is 0 point(s). Bidder must have a minimum score of “30” from (total of “30” points) to be considered responsible and for its bid to be considered.

Score: _____

Do you have any business, professional or personal interest in the bidder’s organization? If yes, please explain.	Yes	No
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Called by: _____

Notes: _____

Attachment F

Required Clauses for Service Contracts Resulting from this Invitation for Bids

1. Applicable Law. The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations.
2. Availability of Funds. It is expressly understood and agreed that the obligation of the Agency to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Agency, the Agency shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to the Agency of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
3. Compliance with Laws. Contractor understands that the Agency is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.
4. E-Payment. Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-301 et seq.
5. E-Verification. If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008 and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 et seq. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the

E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:

- a. termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public; or
- b. the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
- c. both.

In the event of such cancellation/termination, Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit to do business in the State.

6. Paymode. Payments by state agencies using the State's accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor's choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.
7. Procurement Regulations. The contract shall be governed by the applicable provisions of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.*, a copy of which is available at 501 North West Street, suite 701E, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.DFA.ms.gov>.
8. Representation Regarding Contingent Fees. Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid.
9. Representation Regarding Gratuities. Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.*
10. Stop Work Order
 - A. Order to Stop Work: The Chief Procurement officer, may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the

work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Chief Procurement officer shall either:

- i. Cancel the stop work order; or
- ii. Terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.

B. Cancellation or Expiration of the Order: If a stop work order issued under this clause is cancelled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:

- i. The stop work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- ii. Contractor asserts a claim for such an adjustment with 30 days after the end of the period of work stoppage; provided that, if the Chief Procurement officer decides that the facts justify such action, any such
- iii. Claim asserted may be received and acted upon at any time prior to final payment under this contract.

C. Termination of Stopped Work: If a stop work order is not cancelled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.

D. Adjustments of Price: Any adjustments in contract price made pursuant to this clause shall be determined in accordance with the price adjustment clause of this contract.

11. Termination for Convenience

- a. *Termination.* The Agency Head or designee may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Agency Head or designee shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.
- b. *Contractor's Obligations.* Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the

terminated work. The Agency Head or designee may direct Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

12. Termination for Default

- a. *Default.* If Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Agency Head or designee may notify Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the Agency Head or designee, such officer may terminate Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency Head or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Agency Head or designee. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.
- b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the procurement officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.
- c. *Compensation.* Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Contractor such sums as the Agency Head or designee deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.
- d. *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Agency Head or designee within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the Agency Head or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one (1) or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled in fixed-price contracts,

“Termination for Convenience”. (As used in this Paragraph of this clause, the term “subcontractor” means subcontractor at any tier).

- e. *Erroneous Termination for Default.* If, after notice of termination of Contractor’s right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.
 - f. *Additional Rights and Remedies.* The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.
13. Termination Upon Bankruptcy. This contract may be terminated in whole or in part by Agency upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.
 14. Trade Secrets, Commercial and Financial Information. It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or 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.
 15. Transparency. This contract, including any accompanying exhibits, attachments, and appendices, is subject to the “Mississippi Public Records Act of 1983,” and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration’s independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.
 16. Approval Clause

It is understood that if this contract requires approval by the Public Procurement Review Board and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review and this contract is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

Required Federal Procurement Clauses as this Contract is Eligible for Reimbursement from the Federal Emergency Management Agency

Access

MEMA, the subgrantees (counties and communities), FEMA, the Comptroller General of the United States, and any other duly authorized representatives to any of these bodies shall have access to any and all books, documents, papers, and records of the contractor which are directly pertinent to this specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

Byrd Anti-Lobbying Amendment

Contractor shall certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal Award. Contractor shall require all subcontractors to submit these same certifications. Contractor shall adhere to mandatory standards and policies on energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

Clean Air and Water Acts Compliance

- (1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. and the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

- (2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

- (3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Energy Efficiency

Contractor shall adhere to mandatory standards and policies on energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

Procurement of Recovered Materials

- (1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

(i) Competitively within a timeframe providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensiveprocurement-guideline-cpg-program>."

Suspension and Debarment

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by MEMA. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to MEMA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

Retention of Records

Contractor shall retain all records associated with this contract for three (3) years after MEMA or the subgrantees (the counties and communities) make final payments and all other pending matters are closed.

DHS Seal, Logo, and Flags

The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

Compliance with Federal Law, Regulations, and Executive Orders

This is an acknowledgement that FEMA financial assistance will be used to fund the

contract. The contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

No Obligation by Federal Government

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

Program Fraud and False or Fraudulent Statements or Related Acts

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.

Compliance with the Contract Work Hours and Safety Standards Act

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.”

ATTACHMENT G

Optional Clauses for Use in Service Contracts Resulting from this Invitation for Bids

1. Anti-assignment/Subcontracting. Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.
2. Approval. It is understood that this contract requires approval by the Personal Service Contract Review Board. If this contract is not approved, it is void and no payment shall be made hereunder.
3. Attorney's Fees and Expenses. Subject to other terms and conditions of this agreement, in the event Contractor defaults in any obligations under this agreement, Contractor shall pay to the State all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the State in enforcing this agreement or otherwise reasonably related thereto. Contractor agrees that under no circumstances shall the customer be obligated to pay any attorney's fees or costs of legal action to Contractor.
4. Authority to Contract. Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind; and, (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.
5. Information Designated by Contractor as Confidential. Any disclosure of those materials, documents, data, and other information which Contractor has designated in writing as proprietary and confidential shall be subject to the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1. As provided in the contract, the personal or professional services to be 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.

Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor or its subcontractor shall rest with Contractor. Disclosure of any confidential information by Contractor or its subcontractor without the express written approval of the Agency shall result in the immediate termination of this agreement.

6. Confidentiality. Notwithstanding any provision to the contrary contained herein, it is recognized that Agency is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act. Mississippi Code Ann. §§25-61-1 *et seq.* If a public records request is made for any information provided to Agency pursuant to the agreement and designated by the Contractor in writing as trade secrets or other proprietary confidential information, Agency shall follow the provisions of Mississippi Code Ann. §§25-61-9 and §79-23-1 before disclosing such information. The Agency shall not be liable to the Contractor for disclosure of information required by court order or required by law.
7. Contractor Personnel. The Agency shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by Contractor. If the Agency reasonably rejects staff or subcontractors, Contractor must provide replacement staff or subcontractors satisfactory to the Agency in a timely manner and at no additional cost to the Agency. The day-to-day supervision and control of Contractor's employees and subcontractors is the sole responsibility of Contractor.
8. Debarment and Suspension. Contractor certifies to the best of its knowledge and belief, that it:
 - (1) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency or any political subdivision or agency of the State of Mississippi;
 - (2) has not, within a three-year period preceding this bid, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - (3) has not, within a three-year period preceding this bid, been convicted of or had a civil judgment rendered against it for a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (4) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of these offenses enumerated in paragraphs two (2) and (3) of this certification; and,
 - (5) has not, within a three-year period preceding this bid, had one (1) or more public transactions (federal, state, or local) terminated for cause or default.
9. Disclosure of Confidential Information. In the event that either party to this agreement receives notice that a third party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of confidential or otherwise protected information that party shall promptly inform the other party and thereafter respond in conformity with such

subpoena to the extent mandated by law. This section shall survive the termination or completion of this agreement. The parties agree that this section is subject to and superseded by Mississippi Code Annotated §§ 25-61-1 *et seq.*

10. Exceptions to Confidential Information. Contractor and the State shall not be obligated to treat as confidential and proprietary any information disclosed by the other party (“disclosing party”) which:
 - (1) is rightfully known to the recipient prior to negotiations leading to this agreement, other than information obtained in confidence under prior engagements;
 - (2) is generally known or easily ascertainable by nonparties of ordinary skill in the business of the customer;
 - (3) is released by the disclosing party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction;
 - (4) is independently developed by the recipient without any reliance on confidential information;
 - (5) is or later becomes part of the public domain or may be lawfully obtained by the State or Contractor from any nonparty; or,
 - (6) is disclosed with the disclosing party’s prior written consent
11. Errors in Extension. If the unit price and the extension price are at variance, the unit price shall prevail.
12. Failure to Deliver. In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the Agency, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Agency may have.
13. Failure to Enforce. Failure by the Agency at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Agency to enforce any provision at any time in accordance with its terms.
14. Final Payment. Upon satisfactory completion of the work performed under this contract, as a condition before final payment under this contract, or as a termination settlement under this contract, Contractor shall execute and deliver to the Agency a release of all claims against the State arising under, or by virtue of, the contract, except claims which are specifically exempted by Contractor to be set forth therein. Unless otherwise provided in this contract, by state law, or otherwise expressly agreed to by the parties in this contract, final payment under the contract or settlement upon termination of this contract shall not constitute waiver of the State’s claims against Contractor under this contract.
15. Force Majeure. Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such

party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (“force majeure events”). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay caused by such events, unless the State determines it to be in its best interest to terminate the agreement.

16. HIPAA Compliance. Contractor agrees to comply with the “Administrative Simplification” provisions of the Health Insurance Portability and Accountability Act of 1996, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the services under this contract.
17. Indemnification. To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney’s fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State’s sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the State’s concurrence, which the State shall not unreasonably withhold.
18. Independent Contractor Status. Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the State. Nothing contained herein shall be deemed or construed by the State, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the State and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the State or Contractor hereunder creates or shall be deemed to create a relationship other than the independent relationship of the State and Contractor. Contractor’s personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Agency, and the Agency shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The Agency shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Agency shall not provide to Contractor any insurance coverage or

other benefits, including Worker’s Compensation, normally provided by the State for its employees.

19. Integrated Agreement/Merger. This agreement, including all contract documents, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations or agreements, irrespective of whether written or oral. This agreement may be altered, amended, or modified only by a written document executed by the State and Contractor. Contractor acknowledges that it has thoroughly read all contract documents and has had the opportunity to receive competent advice and counsel necessary for it to form a full and complete understanding of all rights and obligations herein. Accordingly, this agreement shall not be construed or interpreted in favor of or against the State or Contractor on the basis of draftsmanship or preparation hereof.
20. (Contract Modification means any written alteration in contract requirements, deliverables, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract. Modifications must be approved by the PSCRB pursuant to Section 7-111 (Modifications) of the *Mississippi Personal Service Contract Review Board Rules and Regulations*. Modifications shall not grant extra compensation, fee, or allowance to any Contractor after service is rendered or contract is made, unless contemplated within the contract itself or unless the scope of services is increased). Modification or Renegotiation. This agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.
21. No Limitation of Liability. Nothing in this agreement shall be interpreted as excluding or limiting any tort liability of Contractor for harm caused by the intentional or reckless conduct of Contractor or for damages incurred through the negligent performance of duties by Contractor or the delivery of products that are defective due to negligent construction.
22. Notices. All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For the Agency:	For Contractor:
[Name, Title]	[Name, Title]
[Agency Name]	[Contractor Name]
[Address]	[Address]
[City, State, Zip]	[City, State, Zip]

23. Non-solicitation of Employees. Each party to this agreement agrees not to employ or to solicit for employment, directly or indirectly, any persons in the full-time or part-time employment of the other party until at least six (6) months after this agreement terminates unless mutually agreed to in writing by the State and Contractor.

24. Oral Statements. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the Agency and agreed to by Contractor.
25. Ownership of Documents and Work Papers. Agency shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with the project, which is the subject of this agreement, except for Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to Agency upon termination or completion of the agreement. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from Agency and subject to any copyright protections.
26. (Please make sure you list all documents to be considered including amendments to the procurement or response, etc. In addition, make sure the order of these documents always has State's documents first, and Contractor's documents last, in order to ensure that State's documents always take precedence. Consult with your Attorney General Counsel if you have questions on the order of precedence. Delete if no documents need to be included.) Priority. The contract consists of this agreement with exhibits, the procurement Invitation for Bids [20AOS] (hereinafter referred to as IFB and attached as Schedule []), and the response bid dated [October 05, 2020] by [CONTRACTOR NAME] (hereinafter referred to as Bid and attached as Schedule []). Any ambiguities, conflicts or questions of interpretation of this contract shall be resolved by first, reference to this agreement with exhibits and, if still unresolved, by reference to the IFB and, if still unresolved, by reference to the Bid. Omission of any term or obligation from this agreement or attached Schedules [] or [] shall not be deemed an omission from this contract if such term or obligation is provided for elsewhere in this contract.
27. Quality Control. Contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of Contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the Agency.
28. Record Retention and Access to Records. Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers, and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three-year period, the records shall be retained

for one (1) year after all issues arising out of the action are finally resolved or until the end of the three-year period, whichever is later.

29. Recovery of Money. Whenever, under the contract, any sum of money shall be recoverable from or payable by Contractor to the Agency, the same amount may be deducted from any sum due to Contractor under the contract or under any other contract between Contractor and the Agency. The rights of the Agency are in addition and without prejudice to any other right the Agency may have to claim the amount of any loss or damage suffered by the Agency on account of the acts or omissions of Contractor.
30. Right to Audit. Contractor shall maintain such financial records and other records as may be prescribed by the Agency or by applicable federal and state laws, rules, and regulations. Contractor shall retain these records for a period of three years after final payment, or until they are audited by the Agency, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees, or other authorized bodies.
31. Right to Inspect Facility. The State may, at reasonable times, inspect the place of business of a Contractor or any subcontractor which is related to the performance of any contract awarded by the State.
32. Severability. If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.
33. State Property. Contractor will be responsible for the proper custody and care of any state-owned property furnished for Contractor's use in connection with the performance of this agreement. Contractor will reimburse the State for any loss or damage, normal wear and tear excepted.
34. Third Party Action Notification. Contractor shall give the customer prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Contractor by any entity that may result in litigation related in any way to this agreement.
35. Unsatisfactory Work. If, at any time during the contract term, the service performed or work done by Contractor is considered by the Agency to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, Contractor shall, on being notified by the Agency, immediately correct such deficient service or work. In the event Contractor fails, after notice, to correct the deficient service or work immediately, the Agency shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of Contractor.

36. Waiver. No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to this agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of this agreement will void, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults.
37. Requirements Contract. During the period of the contract, Contractor shall provide all the service described in the contract. Contractor understands and agrees that this is a requirements contract and that the Agency shall have no obligation to Contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the Agency for the period of the contract. The amount is only an estimate and Contractor understands and agrees that the Agency is under no obligation to Contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. Contractor further understands and agrees that the Agency may require services in an amount less than or in excess of the estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

ATTACHMENT H

**[Type of Services] Services Contract Discrepancy
Report**

[Type of Services] located at: _____

Date and Time of Service: _____

Report Date: _____

Discrepancy or Problem: (Describe in detail; attach supporting document; include reference to specification requirement; and attach continuation sheet if necessary).

Name: _____ **Signature:** _____ **Date:** _____

Contractor Response as to Cause, Corrective Action, and/or Actions to Prevent Recurrence:
(Cite applicable existing or new Quality Control Program or Procedures; and attach continuation sheet if necessary).

Name: _____ **Signature:** _____ **Date:** _____

Contracting Agency Evaluation and Action: (Partial or full acceptance, rejection, payment deduction, cure notice, show cause, termination, other; attach continuation sheet if necessary).

Name: _____ **Signature:** _____ **Date:** _

Attachment I

Position Descriptions

Director of Recovery Accounting Oversight and Program Management Office

Major Duties

Reporting to MEMA, responsible for overall Recovery Accounting Oversight activities:

- Directs and manages statewide project work teams that provide accounting and compliance assistance to sub-grantees.
- Ensures the completeness and accuracy of pre-audit activities related to Public Assistance funds in anticipation of federal Inspector General audits and reviews.
- Leads research, identification and resolution of complex program issues and problems impacting oversight, accounting and internal control related to Public Assistance fund programs.
- Performs key leadership role working with federal, state, and local officials on controversial issues.
- Responsible for the overall review, reconciliation, and audit activities of the receipt and disbursement of Public Assistance recovery funds for the state.
- Proactively manages the various project budgets to ensure compliance and accountability.
- Performs a statewide leadership role in negotiating with key federal, state, and local officials on controversial accounting and financing issues.
- Attends and/or leads meetings and confers with officials from FEMA, state and localities, and other federal agencies, and professional groups.

Other Significant Facts

This position exercises responsibilities associated with accounting and financial reconciliation oversight of the Public Assistance Program. The Public Assistance Program provides financial assistance to (1) a state or local government for the repair, restoration, reconstruction, or replacement of public facility which is damaged or destroyed by a major disaster and for associated expenses incurred by such government; and (2) a person who owns or operates a private, nonprofit facility damaged or destroyed by a major disaster for the repair, restoration, reconstruction, or replacement of the facility and for associated expenses incurred by the individual.

Knowledge Required by the Position:

- Certified Public Accountant possessing deep knowledge of a wide range of accounting principles, auditing standards and accounting systems.
- Knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of the disaster processes.
- Project management and supervisory skills.
- Written communications skills to write correspondence and reports.
- Oral communication skills to interface with federal, state and local governmental officials.

Supervisory Controls

The incumbent reports to the MEMA. The supervisor and employee develop a mutually acceptable project plan, which typically includes identification of the work to be performed, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is

responsible for performing the work, coordinating with staff and management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organization goals, guidelines, and effectiveness in achieving intended objectives.

Guidelines

The incumbent uses regulatory information, generally accepted accounting principles, and agency policies and procedures as guidelines; however, these guidelines are broad and non-specific, and the incumbent analyzes and interprets the information, remaining abreast of changes to legislation and/or the initiatives of other federal, state, local and tribal agencies in the program areas.

Complexity

The work involves the review and documentation of complex accounting systems and records and requires a high degree of attention to detail. Further, it involves analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive missions-oriented programs. Develops detailed plans, goals, budgets, and objectives for the overall implementation and administration of the recovery accounting oversight program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables, which affect overall program performance.

Personal Contacts

Contacts are with persons outside MEMA, which may include local appointed and elected officials, consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Physical Demands

The work is primarily sedentary, although some slight physical effort may be required.

Work Environment

The work is typically performed in an adequately lighted and climate-controlled office.

Deputy Director, Recovery Accounting Oversight

Major Duties

Reporting to Director, Recovery Accounting Oversight and Program Management Office, responsible for overall Recovery Accounting Oversight activities:

- Supports the Director in the fulfillment of the mission of the Recovery Accounting Oversight program.
- In the Director's absence, acts on behalf of the Director.
- Assists with the directing and managing statewide project work teams that provide accounting and compliance assistance to sub-grantees.
- Assists to ensure the completeness and accuracy of pre-audit activities related to Public Assistance funds in anticipation of federal Inspector General audits and reviews.
- Performs leadership role working with federal, state, and local officials on controversial issues.
- Attends and/or leads meetings and confers with officials from FEMA, state and localities, and

other federal agencies, and professional groups.

Knowledge Required by the Position:

- Certified Public Accountant possessing deep knowledge of a wide range of accounting principles, auditing standards and accounting systems.
- Knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of the disaster processes.
- Project management and supervisory skills.
- Written communications skills to write correspondence and reports.
- Oral communication skills to interface with federal, state and local governmental officials.

Supervisory Controls

The incumbent reports to the Director, Recovery Accounting Oversight. The supervisor and employee develop a mutually acceptable project plan, which typically includes identification of the work to be performed, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for performing the work, coordinating with staff and management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organization goals, guidelines, and effectiveness in achieving intended objectives.

Guidelines

The incumbent uses regulatory information, generally accepted accounting principles, and agency policies and procedures as guidelines; however, these guidelines are broad and non-specific, and the incumbent analyzes and interprets the information, remaining abreast of changes to legislation and/or the initiatives of other federal, state, local and tribal agencies in the program areas.

Complexity

The work involves the review and documentation of complex accounting systems and records and requires a high degree of attention to detail. Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive missions-oriented programs. Develops detailed plans, goals, budgets, and objectives for the overall implementation and administration of the recovery accounting oversight program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables, which affect overall program performance.

Personal Contacts

Contacts are with persons outside MEMA, which may include local appointed and elected officials, consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Physical Demands

The work is primarily sedentary, although some slight physical effort may be required.

Work Environment

The work is typically performed in an adequately lighted and climate-controlled office.

Financial Systems IT Liaison Analyst

Major Duties

Reporting to a Division Coordinator:

- Responsible for providing detailed reporting regarding project reviews, reconciliation, and audits within a designated geographic area or political jurisdiction(s).
- Works closely with local Division Coordinator to ensure reporting displays the integrity and completeness of the recovery financial records.
- Produces detailed reports from existing data sources to ensure project and applicant status is current.
- Conducts or provides quality reports displaying current and projected project and payment status.

Knowledge Required by the Position:

- Deep knowledge of systematic programs with the ability merge information across various platforms.
- Written communications skills to write correspondence and reports.
- Oral communication skills to interface with management and local governmental officials.

Supervisory Controls

The incumbent reports to the Division Coordinator. The supervisor and employee develop a mutually acceptable project plan, which typically includes identification of the work to be performed, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for performing the work, coordinating with staff and management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organization goals, guidelines, and effectiveness in achieving intended objectives.

Guidelines

The incumbent uses regulatory information and agency policies and procedures as guidelines; however, these guidelines are broad and non-specific, and the incumbent analyzes and interprets the information, remaining abreast of changes to legislation and/or the initiatives of other Federal, State, local and tribal agencies in the program areas.

Complexity

The work involves incorporating data from federal and state database systems and producing products that display areas of concern, project posture and payment status.

Personal Contacts

Contacts are with staff and persons inside and outside MEMA.

Physical Demands

The work is primarily sedentary, although some slight physical effort may be required.

Work Environment

The work is typically performed in an adequately lighted and climate-controlled office.

Branch Coordinator

Major Duties

Reporting to the Director, Recovery Accounting Oversight and Program Management Office, responsible for Recovery Accounting Oversight activities within a designated branch:

- Coordinates and manages branch work teams that provide accounting and compliance assistance to sub-grantees.
- Coordinates the review, reconciliation, and audit preparation activities of the receipt and disbursement of Public Assistance recovery funds for a major segment of the state.
- Proactively manages project budgets to ensure compliance and accountability.
- Researches and identifies complex program issues or problems impacting accounting oversight program initiatives. Makes recommendations for and coordinates resolutions and improvements.
- Performs a branch leadership role in negotiating with key federal, state, and local officials on controversial accounting and financing issues.
- Attends meetings and confers with officials from FEMA, state and localities, and other federal agencies, and professional groups.

Knowledge Required by the Position:

- Certified Public Accountant possessing deep knowledge of a wide range of accounting principles, auditing standards and accounting systems.
- Knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of the disaster processes.
- Project management and supervisory skills.
- Written communications skills to write correspondence and reports.
- Oral communication skills to interface with management and local governmental officials.

Supervisory Controls

The incumbent reports to the Director, Recovery Accounting Oversight and Program Management Office. The supervisor and employee develop a mutually acceptable project plan, which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for performing the work, coordinating with staff and management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organization goals, guidelines, and effectiveness in achieving intended objectives.

Guidelines

The incumbent uses regulatory information, generally accepted accounting principles, and agency policies and procedures as guidelines; however, these guidelines are broad and non-specific, and the incumbent analyzes and interprets the information, remaining abreast of changes to legislation and/or the initiatives of other federal, state, local and tribal agencies in the program areas.

Complexity

The work involves the review and documentation of complex accounting systems and records and requires a high degree of attention to detail. Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive missions-oriented programs. Develops detailed plans, goals, budgets, and objectives for the implementation and administration of the recovery accounting oversight program, and/or develops criteria for evaluating the effectiveness of the program.

Personal Contacts

Contacts are with persons outside MEMA, which may include local appointed and elected officials, consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Physical Demands

The work is primarily sedentary, although some slight physical effort may be required.

Work Environment

The work is typically performed in an adequately lighted and climate-controlled office.

Division Coordinators

Major Duties

Reporting to Branch Coordinator, responsible for overall Recovery Accounting Oversight activities within multiple Divisions:

- Leads and manages division work teams that provide accounting and compliance assistance to sub-grantees.
- Leads the accounting review, reconciliation, and audit preparation activities for the receipt and disbursement of Public Assistance recovery funds within a multi-county geographic area.
- Works closely with the State Auditor's Office and local governmental officials to ensure that an appropriate and adequate system of internal controls is in place for Public Assistance funds.
- Coordinates audit and/or pre-audit activities, by project in anticipation of federal Inspector General audits and reviews.
- Responsible for the provision of complex advice and guidance concerning accounting issues and advises management and staff on all matters concerning the accounting, reconciliation and oversight of Public Assistance and recovery funds.
- Conducts negotiations with sub-grantees in order to resolve remaining issues associated with accounting oversight.
- Provides authoritative advice on all matters of importance or those having far-reaching consequences relative to accounting oversight.
- Prepares financial status reports and monitors public assistance funds, including authorizations, tracking, and management of funds.
- Reconciles and balances funds, responds to questions regarding discrepancies, and reviews expenditures and obligation reports in the assigned program areas.
- Meets with disaster assistance grantees and sub-grantees to address and resolve accounting issues.
- Provides advanced technical assistance to state officials, project applicants, and sub-grantees regarding accounting.
- Serves as the field focal point for problem solving. Maintains lines of communication with appropriate State and local officials.

Knowledge Required by the Position:

- Deep knowledge of a wide range of accounting principles, auditing standards and accounting systems.
- Knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of the disaster processes.
- Project management and supervisory skills.
- Written communications skills to write correspondence and reports.
- Oral communication skills to interface with management and local governmental officials.

Supervisory Controls

The incumbent reports to the Branch Coordinator, Recovery Accounting Oversight. The supervisor and employee develop a mutually acceptable project plan, which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for performing the work, coordinating with staff and management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organization goals, guidelines, and effectiveness in achieving intended objectives.

Guidelines

The incumbent uses regulatory information and agency policies and procedures as guidelines; however, these guidelines are broad and non-specific, and the incumbent analyzes and interprets the information, remaining abreast of changes to legislation and/or the initiatives of other Federal, State, local and tribal agencies in the program areas.

Complexity

The work involves the review and documentation of complex accounting systems and records and requires a high degree of attention to detail.

Personal Contacts

Contacts are with staff and persons outside MEMA, which may include representative of State or local governments or private organization, and consultants, contractors, or grantees in a moderately unstructured setting.

Physical Demands

The work is primarily sedentary, although some slight physical effort may be required. Travel is required to conduct site visits and attend meetings.

Work Environment

The work is typically performed in an adequately lighted and climate-controlled office.

Financial Analyst

Major Duties

Reporting to a Division Coordinator:

- Responsible for detailed review, reconciliation, and audit preparation for the receipt and/or disbursement of Public Assistance funds within a designated geographic area or political jurisdiction(s).
- Works closely with local government officials to ensure the integrity and completeness of the recovery financial records in accordance with federal and state guidelines, and generally accepted accounting principles.
- Assists and performs, where necessary, in the physical preparation of project procurement documentation, project budgets, budget tracking, and budget variance reporting.
- Performs audit and/or pre-audit activities, by project in anticipation of federal Inspector General audits and reviews.
- Advises local appointed and elected officials on program guidelines and informs management and local officials of unresolved issues.
- Conducts or provides quality control for document scanning activities.
- Manages scanned documents using a sophisticated electronic database system capable of detailed analysts of grant expenditures.

Knowledge Required by the Position:

- Deep knowledge of a wide range of accounting principles and accounting systems.
- Knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of the disaster processes.
- Written communications skills to write correspondence and reports.
- Oral communication skills to interface with management and local governmental officials.

Supervisory Controls

The incumbent reports to the Division Coordinator. The supervisor and employee develop a mutually acceptable project plan, which typically includes identification of the work to be performed, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for performing the work, coordinating with staff and management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organization goals, guidelines, and effectiveness in achieving intended objectives.

Guidelines

The incumbent uses regulatory information and agency policies and procedures as guidelines; however, these guidelines are broad and non-specific, and the incumbent analyzes and interprets the information, remaining abreast of changes to legislation and/or the initiatives of other Federal, State, local and tribal agencies in the program areas.

Complexity

The work involves the review and documentation of complex accounting systems and records and requires a high degree of attention to detail.

Personal Contacts

Contacts are with staff and persons outside MEMA, which may include representative of State or local governments or private organization, and consultants, contractors, or grantees in a moderately unstructured setting.

Physical Demands

The work is primarily sedentary, although some slight physical effort may be required. Travel is required to conduct site visits and attend meetings.

Work Environment

The work is typically performed in an adequately lighted and climate-controlled office.

Information Management Specialist

Major Duties

Reporting to a Division Coordinator:

- Responsible for initial review, verification, physical preparation, and electronic organization of source documentation in preparation for review and disbursement of Public Assistance funds.
- Works closely with Analysts and state officials to ensure the integrity and completeness of the recovery financial records in accordance with federal and state guidelines.

- Uses program knowledge and individual judgment to ensure the most accurate identification and organization of documentation to allow for efficient retrieval from system by a variety of users.
- Responsible for the capture, organization, and management of documentation, by project, in anticipation of federal Inspector General audits and reviews.
- Advises local appointed and elected officials on best practices for securing documentation and provides on-site assistance in the capture and organization of source documentation in preparation for submission.
- Analyzes and responds to requests for documentation from the Inspector General, State Auditor's Office, FEMA, and any other applicable state or federal agency in the format specified.
- Works with state officials in the tracking of various processes, including payments processing, appeals, and Inspector General audits, and provides summary reports.
- Assists in the closeout process by capturing finalized documentation and reports, tracking and preserving insurance commitments, and managing processes for collecting overpayments.

Knowledge Required by the Position:

- Deep knowledge of the strategies, principles, and processes involved in enterprise content management systems.
- Advanced proficiency in a wide range of information technology applications, including, but not limited to, web-based tracking tools, workflow, document conversion, OCR, and Excel.
- Knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of the disaster processes.
- Written communications skills to write correspondence and reports.
- Oral communication skills to interface with management and local, state, and federal governmental officials.

Supervisory Controls

The incumbent reports to the Division Coordinator. The supervisor and employee develop a mutually acceptable project plan, which typically includes identification of the work to be performed, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for performing the work, coordinating with staff and management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organization goals, guidelines, and effectiveness in achieving intended objectives.

Guidelines

The incumbent uses regulatory information and agency policies and procedures as guidelines; however, these guidelines are broad and non-specific, and the incumbent analyzes and interprets the information, remaining abreast of changes to legislation and/or the initiatives of other Federal, State, local and tribal agencies in the program areas.

Complexity

The work involves the detailed review, critical analysis, and consistent organization of documentation, by project.

Personal Contacts

Contacts are with staff and persons outside MEMA, which may include representative of State or local governments or private organization, and consultants, contractors, or grantees in a moderately unstructured setting.

Physical Demands

The work is primarily sedentary, although some slight physical effort may be required.

Travel is required to provide on-site assistance with source documentation and attend meetings.

Work Environment

The work is typically performed in an adequately lighted and climate-controlled office.

Administrative Assistant

Major Duties

Reporting to a Division Coordinator:

- Assists office personnel with common administrative functions in support of project functions
- Works closely Division Coordinator to prepare and file correspondence in accordance with state policies.

Knowledge Required by the Position:

- Advanced proficiency in common administrative roles and computer programs.
- Written communications skills to write correspondence and reports.
- Oral communication skills to interface with management.

Supervisory Controls

The incumbent reports to the Division Coordinator. The supervisor and employee develop a mutually acceptable project plan, which typically includes identification of the work to be performed.

Guidelines

The incumbent uses regulatory information and agency policies and procedures as guidelines; however, these guidelines are broad and non-specific.

Complexity

The work involves work that is generally not considered complex.

Personal Contacts

Contacts are primarily with agency staff.

Physical Demands

The work is primarily sedentary, although some slight physical effort may be required.

Work Environment

The work is typically performed in an adequately lighted and climate-controlled office.

Attachment J

Technical Specifications

IT Hardware and Software services at the Network Operation Center requires the management of the following devices and software:

- Full Server rack and internet connectivity
- Internet connectivity at client site (MSRO)
- Router & Firewall maintenance at server site and client site
- Circuit & VPN monitoring between client site and server site
- Server & service monitoring at server site
- Citrix Farm administration
- Microsoft SQL & Reporting Services administration
- LeftHand Networks SAN administration for server storage
- Symantec BackupExec tape backup administration
- Offsite storage administration for tape backups and replicated data

Server types and descriptions managed:

- 6- Citrix Server Farm
- 2 -Fileservers
- 2-Microsoft SQL servers
- 4- OnBase servers
- 9- LeftHand Networks SAN Modules (12TB's)

Enterprise Content Management System (OnBase) requirements:

- Manage and Support OnBase Workflow for the Final Closeout Process. This consists of new document queues, actions and alerts generation that model changes to the closeout process.
- Manage and Support OnBase Workview for the PA Pay Request Process. This consists of changes to forms, filters, Actions and document folders.
- Support current and create new Production Reports in SQL Reporting Services.
- Maintain OnBase Test environment
- Manage OnBase Upgrades
- Must provide OnBase Certified System Administrator to manage Users, document type, keywords, and disk groups.
- Manage Citrix farm to support MEMA and FEMA's use of OnBase Thick Client
- Manage Web farm to support OnBase Thin client
- Support Document Management group's response to OIG request for Document exports. This consists of supporting OnBase workflow that exports documents by PW and then helping to have those documents burned to multiple DVDs.

- Respond to Data request from FBI, OIG and other investigative agencies.
- Maintain current on-base user licenses

Document Management requirements:

- OnBase Administrator Certification required to manage databases
- OnBase Disconnected Scanning license monitoring and installations
- User access – rights & restrictions set ups
- Database quality control reviews
- Document Type development and setups including keyword search functionality
- Custom search development for database SQL ‘data entries’ related to document keywords.
- Consultant to on-site team regarding training, best practices and troubleshooting any documentation issues
- Training updates to team with software and equipment upgrades – new features/functionality
- Scanner maintenance -hardware

Minimum OnBase License requirements:

- Concurrent Client (65 Licenses)
- Named User Client (50 Licenses)
- Workflow Concurrent Client (20 Licenses)
- Workflow Named User Client (50 Licenses)
- Work View Concurrent Client (25 Licenses)
- Disconnected Scan (23 Licenses)