

Delivered: Response to Protest in regard to RFP No. 19100102 TANF Family Dynamics

Wendy Wilson

Mon 12/23/2019 11:57 AM

To: calford@willowoodinc.com <calford@willowoodinc.com>

 1 attachments (25 KB)

Response to Protest in regard to RFP No. 19100102 TANF Family Dynamics;

Your message has been delivered to the following recipients:

calford@willowoodinc.com (calford@willowoodinc.com)

Subject: Response to Protest in regard to RFP No. 19100102 TANF Family Dynamics

Email secured by Check Point

Response to Protest in regard to RFP No. 19100102 TANF Family Dynamics

Wendy Wilson

Mon 12/23/2019 11:56 AM

To: calford@willowoodinc.com <calford@willowoodinc.com>

Cc: Bryan Wardlaw <Bryan.Wardlaw@mdhs.ms.gov>

 1 attachments (6 MB)

Willowood.pdf;

Please see attached.

Thanks,
Wendy



STATE OF MISSISSIPPI
Phil Bryant, Governor
DEPARTMENT OF HUMAN SERVICES
Christopher Freeze
Executive Director

December 23, 2019

Mr. Curtis E. Alford, Executive Director
Willowood Developmental Center
1635 Boling Street
Jackson, Mississippi 39213

MDHS Response to Willowood Protest Letter dated December 13, 2019
MDHS RFP No. 19100102 TANF Family Dynamics

Dear Mr. Alford:

MDHS provides this letter in response to Willowood Developmental Center's (Willowood) protest letter. MDHS received Willowood's protest letter on December 16, 2019.

After reviewing your letter and the attachments contained therein, MDHS will not reconsider Willowood's late submission of **MANDATORY** documentation as required in the RFP and pursuant to Section 1.1.2 of the RFP.

While Willowood's proposal will not be considered for this opportunity, MDHS intends to issue another solicitation for further TANF partnerships in or around late spring of 2020. That solicitation will allow for further TANF partnerships for federal fiscal year 2021. MDHS welcomes and encourages Willowood's participation in that opportunity. MDHS intends to notify all Respondents that submitted proposals for the MDHS TANF 2020 RFP's of future solicitations.

MDHS greatly appreciates Willowood's participation in this process and looks forward to future partnership opportunities in the near future.

Sincerely,

DocuSigned by:

A handwritten signature in black ink that reads "Freeze".

89BF1105AA5B484...

Christopher Freeze

MDHS Executive Director

CF:bcw

RECEIVED
DEC 16 2019
BK 2:10 PM
Case



Willowwood Developmental Center

1635 Boling Street • Jackson, Mississippi 39213
Phone (601) 366-0123 • Fax: (601) 366-0149

Ms Dpt. Human Svcs

TRANSFER

*ATTN: Bryan L. Haddox
Char Procurement Officer*



Willowood Developmental Center

1635 Boling Street
Jackson, MS 39213
December 13, 2019

(601) 366-0123
Fax: (601) 366-0149

Mr. Bryan C. Wardlaw
Chief Procurement Officer
MsDHS
200 South Lamar Street
Jackson, Ms 39201

Dear Mr. Wardlaw:

Please accept this as Willowood Developmental Center’s official protest (as permitted in Section 5.2 of the RFP) to the findings of “non-responsiveness” and the subsequent rejection of our proposal submitted in response to the Mississippi Department of Human Services’ (MDHS) Request for Proposals (RFP) Number 19100102 TANF FamilyDynamics, as outlined in your letter dated 12-13-19.

We would request your re-consideration after reviewing our response to the below items listed in said letter. We thank you in advance for your consideration.

Item 1-□ Section 1.3: Proprietary Information Form (Attachment C) was not provided

Item 2-□ Section 1.5: Debarment Form (Attachment B) was not provided.

WDC response to Items 1 and 2: Both forms are attached. Initial non-submission was an oversight. Frankly, I thought our not marking any page as confidential was sufficient and that the debarment form was to be submitted as part of the Standard Assurances if we were awarded the grant; therefore, I directed staff no need to include at the time of submission.

Item 3-□ Section 3.1: Required Respondent Statements (A-N), all were not provided.

WDC response to Item 3-WDC intended the following numbered items (1-10) in our Required Respondent Statements attachment to correlate with the A-N requirements of the RFP:

A-1; B-2; C-provided as an attachment; D-1 and 2 (which stated we would have no relationship with state personnel nor subcontractors.); E-3; F-4; G-5; H-6; I-7; J-1 (with same rational from D response above); K-8; L-9; M-provided as an attachment; N-10.

Please find the Required Respondent Statements revised and lettered A-N.

Item 4-□ Section 3.2: Subgrantee required documentation, “Minority Vendor Self-Certification



Form" (Attachment E) was not provided.

WDC response to Item 4-Form attached. Initial non-submission was an oversight.

Item 5- **Section 4.1.3:** Letters of Collaboration was incomplete

WDC response to Item 5-One letter from DMH was provided as an attachment. Only other comparable collaboration has been with DHS itself for the past 20 years.

Item 6- **Attachment D:** Proposal Exception Form was not provided

WDC response to Item 6-Form attached (blank) Were not aware of any exceptions to declare upon submission.

Again, we ask for your reconsideration and please advise if we need to submit anything that would help in the process. We look forward to a timely response to our request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Curtis E. Alford".

Curtis E. Alford, Ex. Dir.

**ATTACHMENT C
PROPRIETARY INFORMATION FORM**

The Respondent should mark any and all pages of this response considered to contain proprietary information. Such pages may remain confidential in accordance with Mississippi Code Annotated §§25-61-1, *et seq.* and 79-23-1 (1972, as amended). Each page of this response considered, by the Respondent, to contain trade secrets or other confidential commercial/financial information should be marked in the upper right hand corner with the word "CONFIDENTIAL." Any pages not marked accordingly will be subject to review by the general public after the award of the contract. Requests to review the proprietary information will be handled in accordance with applicable legal procedures. Failure to clearly identify trade secrets or other confidential commercial/financial information may result in that information being released in a public records request.

Did the Respondent submit any information to the agency for the Request for Proposals No. 19100102 which contained trade secrets or other proprietary data which the Respondent wishes to remain confidential in accordance with Section 25-61-9 1, *et seq.*, and 79-23-1 of the Mississippi Code (1972, as amended)?

Yes _____ No X _____

If yes, please indicate which parts/pages below that the Respondent wishes to designate as proprietary. In addition, provide the specific statutory authority for the exemption.

- 1.
- 2.
- 3.
- 4.
- 5.

By signing below, I understand failure to clearly mark proprietary information as identified above may result in disclosure of such information as it will be subject to review by the general public after the award of the subgrant.

[Handwritten Signature]
Signature of Authorized Official/ Title
(No stamped signature)

12/13/19
Date

Willowood Developmental Center
Name of Organization

**ATTACHMENT B
MDHS DEBARMENT VERIFICATION FORM**

Please Print/Type Clearly in Blue Ink

Subgrantee's/Contractor's Name	Willowood Developmental Center
Authorized Official's Name	Curtis E. Alford
DUNS Number	966423753
Address	1635 Boling Street Jackson MS 39213
Phone Number	601 366 0123
Are you currently registered with www.sam.gov (Respond Yes or No)	Yes
Registration Status (Type Active or Inactive)	Active
Active Exclusions (Type Yes or No)	No

Federal Debarment Certification:

By signing below, I hereby certify that Willowood Developmental Center is not on the list
(Subgrantee's Name/Contractor's Name)
for federal debarment on www.sam.gov –System for Award Management.

State of Mississippi Debarment Certification:

By signing below, I hereby certify that Willowood Developmental Center is not on the list
(Subgrantee's Name/Contractor's Name)
for debarment for doing business within the State of Mississippi or with any Mississippi State Agencies.

Partnership Debarment Certification:

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

Curtis E. Alford Sr. D.
Signature of Authorized Official
(No stamped signature)

12/13/19
Date

REQUIRED RESPONDENT STATEMENTS

(A) Respondent Association-There is not a reasonable expectation that Willowood is nor would be associated with any parent, affiliate or subsidiary organization in order to provide any service to comply with the performance requirements under the resulting subgrant of the RFP.

If, at any time after a proposal is submitted and a subgrant has been awarded, such an association arises, as described in the paragraph above, Willowood will obtain a similar certification and authorization from the parent, affiliate, or subsidiary organization within ten (10) working days after forming the relationship.

(B) Conflict of Interest

Willowood had no contractual relationship or other contact with any State personnel, contractor or subcontractor involved in the development of the RFP. Only Willowood personnel (Curtis Alford, Ex. Dir., Rasheedah Holmes Preschool Director and Jessica Nichols, Therapy Coordinator) were involved in the preparation of this proposal.

(C) Legal entity-bylaws- attached.

(D) Inducement

Willowood has not made nor will make any attempt to induce any other person or firm to submit or not to submit a proposal.

(E) Subcontractor work-Willowood will not subcontract any portion of the proposal, therefore no costs will be incurred.

(F) Provision of Services

Willowood has sole and complete responsibility of the completion of all services provided under the contract, except for those items specifically defined as State responsibilities.

(G) Independent Price Determination

Willowood certifies that, in connection with this procurement, the prices proposed have been arrived at independently, without consultation, communication, or agreement, for the purpose of restriction of competition as to any other party or with any competitor; and the prices quoted have not knowingly been disclosed by Willowood prior to award, either directly or indirectly, to any other Respondent/contractor or competitor.

(H) Certification of Proposed Costs/Proposal Validity

Willowood certifies that costs quoted in the proposal will remain in effect through the term of the subgrant and they will be valid for sixty (60) days after the proposal opening date.

(I) Employment Discrimination

Willowood does not discriminate in our employment practices with regard to race, color, religious beliefs/practices, creed, age, national origin, sex or mental or physical disability.

(J) Subcontractor Statement-No subcontractors are involved.

(K) Use of Federal Funds

Willowood will not expend federal funds for sectarian instruction, worship, prayer or proselytization purposes and no federal funds or State funds will be used to influence any government official. No expenses incurred for TANF services provided from another funding source/grant will be charged to this grant and individuals receiving TANF services under another funding source/grant will not be included in the count for the number of participants served in this grant.

(L) Availability of Respondent Records

All records of Willowood are located in the State of Mississippi.

(M) Authority to Bind-Board minutes provided as an attachment.

(N) Provision of TANF Services

Willowood agrees to provide all TANF services at the level necessary to accomplish the goals and intent of the project.

STATE OF MISSISSIPPI
MINORITY VENDOR SELF CERTIFICATION FORM

Please complete the following information on this form and return immediately to the Mississippi Department of Finance and Administration, Attention: Vendor File Maintenance, P.O. Box 1060, Jackson, Mississippi 39215. Forms may also be faxed to (601) 359-5525.

Name of Business: Willowood Developmental Center

Address: 1635 Boling St Post Office Box: _____

City: Jackson State: MS Zip: 39213

Telephone: 6013660123 Tax I.D.: 64-0523324

SAAS Vendor #s (if known): _____

MINORITY STATUS

As used in this provision, means a business concern that (1) is at least 51% minority-owned by one or more individuals, or minority business enterprises that are both socially and economically disadvantaged and (2) have its management and daily business controlled by one or more such individuals as ascribed under the Minority Business Enterprise Act 57-69 and the Small Business Act 15 USCS, Section 637 (a). See back of form for more information. Should you require additional information regarding your Minority Status, or need assistance in completing this form please call the Mississippi Development Authority, Minority Business Enterprise Division at 601-359-3448.

Applicable Not Applicable

IF MINORITY STATUS IS APPLICABLE, PLEASE CHECK APPROPRIATE CODE BELOW:

- Minority Business Enterprise
- A (Asian Indian)
- B (Asian Pacific)
- C (Black American)
- D (Hispanic American)
- E (Native American)

- Women Business Enterprise
- M (Asian Indian)
- N (Asian Pacific)
- O (Black American)
- P (Hispanic American)
- Q (Native American)
- R (Other) Non Ethnic Women

The undersigned certifies under the penalties (administrative suspension and/or ineligibility for participation) set forth in the Minority Business Enterprise Act 57-69, and the Small Business Act 15 USCS, Section 637 (a), that the company classification and selected information above is true and correct. The undersigned will advise of any change in such classification at once.

Business: Willowood Developmental Center Certified by: [Signature]

Date: 12/13/19 Title: Exec Dir Name Printed: Curis E. Alford

Issue Date March 31, 2002

**ATTACHMENT D
PROPOSAL EXCEPTION SUMMARY FORM**

List and clearly explain any exceptions, for all RFP Sections and Exhibits, in the table below.

RFP Reference	Proposal Reference	Brief Explanation of Exception	MDHS Acceptance (sign here only if accepted)
Reference specific outline point to which exception is	Page, section, items in Respondent's proposal where exception is explained	Short description of exception being made	
1			
2			
3			
4			
5			
6			
7			

No exceptions