



Request for Proposals

Mississippi Valley State University

**THIS IS
NOT AN
ORDER**

MVSU #7244 / 14000 Hwy 82-W
Itta Bena MS 38941-1400

Web Address: www.mvsu.edu/purchasing/

Phone No: (662) 254-3319 Fax (662) 254-3314

Proposal Title:
Banking Services/General Operating

Requesting Department:
Business and Finance
Machelle Stockstill

Date: 12/02/2020

Proposals No.: VSRP# 1000691

Number of Pages: 12

Term – End of Month

Bids/Proposals – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

Change Order:

Mississippi Valley State University is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

- This bid/proposal will be awarded on a line by line basis
- This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}

January 27, 2021 @2:00pm

Mississippi Valley State University

Carla T. Williams

By: Carla T. Williams/ Director of Purchasing

Email: ctwilliams@mvsu.edu

NOTE: If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
		Banking Services General Operating Account		
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.

We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within _____ days from receipt of the order.

Company Quoting

Terms: _____

Date: _____

Phone/Fax: _____

Official Signature: _____



MISSISSIPPI VALLEY STATE
UNIVERSITY.

Request for Proposals

RFP #VSRP-100081

Issue Date | May 14, 2021
Closing Date | June 8, 2021
Closing Time | 2:00 p.m.

Table of Contents

Table of Contents	1
SECTION I- INSTRUCTIONS TO PROPOSERS	4
SCOPE OF PROGRAM	4
PROPOSAL SUBMISSION.....	5
PROPOSAL COPIES	6
MAJOR ANTICIPATED SCHEDULE OF EVENTS	6
TERM OF AGREEMENT.....	7
INQUIRES AND INTERPRETATIONS	7
ELIGIBEL PROPOSERS	8
MODIFICATION OR WITHDRAWAL OF PROPOSALS	8
ERASURES AND INTERLINATIONS	8
NON-FUNDING.....	9
PAYMENTS AND INTEREST ON LATE PAYMENTS	9
RESIDENT VENDOR PREFERENCE.....	9
TAX EXEMPTION	9
REJECTION OF PROPOSALS.....	9
PRICE/FINANCIAL PROPOSAL	10
AWARD OF CONTRACT.....	10
TRADE SECRETS	11
CONFLICT OF INTEREST/ETHICS	11
INVOICING	11
INSURANCE REQUIREMENTS.....	12
MINIMUM SCOPE AND LIMITS OF INSURANCE	12
ADDITIONAL INSURANCE REQUIREMENTS	13
NOTICE OF CANCELLATION	13
VERIFICATION OF COVERAGE.....	14
SECTION II- LEGAL AND STANDARD REQUIREMENTS OF REQUEST FOR PROPOSAL	14
APPLICABLE LAWS	14
FORCE MAJEURE	14
ANTI-KICKBACK.....	14

GRATUITIES	14
ASSIGNMENT-DELEGATION	15
EQUAL OPPORTUNITY CLAUSE	15
ADVERTISING	15
INDEMNIFICATION	15
TERMINATION FOR DEFAULT	16
NO WAIVER	16
UNIVERSITY WEAPONS POLICY	16
PAYMENT CARD INDUSTRY DATA SECURITY STANDARD	16
BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352	16
DEBARMENT AND SUSPENSION	17
NOTICE OF INTEREST	17
POST-SELECTION REVIEW AND PROTEST OF AWARD	17
ACCEPTANCE OF CONTRACTUAL REQUIREMENTS	18
PUBLIC RECORDS	18
AUDITS	18
NON-DISCRIMINATION	18
INVESTIGATION OF REFERENCES	18
RFP PROPOSAL PREPARATION COSTS AND OTHER COSTS	19
CLARIFICATION	19
RIGHT TO REJECT PROPOSALS	19
CANCELLATION	19
PROPOSAL TERMS	19
ORAL PRESENTATIONS AND INTERVIEWS	19
USAGE	19
REVIEW OF RESPONSIVENESS	20
RFP INCORPORATED INTO CONTRACT	20
COMMUNICATION BLACKOUT PERIOD	20
PROHIBITION ON COMMISSIONS	20
OWNERSHIP OF PROPOSALS	20
CLERICAL ERRORS IN AWARDS	20
COLLUSION	20
EVALUATION COMMITTEE	21

COMMENCEMENT OF WORK.....	21
TERM OF CONTRACT.....	21
CONTRACT OF TERMINATION	21
DELIVERY OF PROPOSALS	21
SECTION III: STUDENT HEALTH CENTER BACKGROUND.....	23
STUDENT HEALTH CENTER BACKGROUND.....	23
SECTION IV: SCOPE OF WORK.....	24
SCOPE OF WORK.....	24
SECTION V: PROPOSAL REQUIREMENTS AND EVALUATION	26
PROPOSAL FORM AND CONTENT.....	26
SUBMISSION FORMAT.....	26
REQUIRED PROPOSAL CONTENT	26
EVALUATION CRITERIA	27
SECTION VI: QUESTIONNAIRE	28
QUESTIONNAIRE FOR PROPOSERS	28
SECTION VII: FINANCE.....	32
1. FINANCIAL PERFORMANCE MEASURES	32
2. ADDITIONAL INFORMATION.....	32
SECTION VIII: NOTICE OF INTEREST	33
Notice of Interest.....	33
SECTION IX: INQUIRE FORM.....	34
Proposer Inquiry Form.....	34
SECTION X: EXHIBITS	35
Exhibit I: School Health Center Floor Plan	35
Exhibit II: Profile of SHC Services.....	36

State of Mississippi

REQUEST FOR PROPOSALS

University Student Health Center

SECTION I- INSTRUCTIONS TO PROPOSERS

SCOPE OF PROGRAM

A. Purpose: Mississippi Valley State University (MVSU) seeks to contract, through proposal process, with a private sector health services provider to provide on-site health services and support for MVSU's student body, faculty, and staff. The purpose of this RFP is to solicit a contract for a health care organization that will provide a comprehensive health care program on the main campus. The successful contractor must be willing to collaborate and develop a partnership with the University to create and mold its Student Health Center (SHC) into a successful health care program. MVSU is seeking a health care organization that will establish a satellite clinic on campus and provide the appropriate management, equipment, supplies, and staff needed to operate an accredited health care facility. MVSU expect the overall impact of this facility will enhance the level of health care (preventive and medical) and improve the level of financial effectiveness, services, and satisfaction. Furthermore, it is essential that the University Student Health Center operates with maximum sensitivity to the University's mission and the needs and concerns of students, faculty, and staff. Goals of the partnership include:

- Provide a level of service substantially comparable to or exceeding services currently provided by the University to students, funded on a contractual basis by the University.
- Provide opportunities for students to obtain additional health services (i.e., mental health, socials services, etc.) billed to student's health insurance provider.
- Provide additional opportunity for health services for University employees, and/or other private patient from the adjacent community.

B. Background: Healthcare for Students at Mississippi Valley State University and the MVSU Community.

MVSU currently operates a Health Center that provides educational and preventative health care to the student body of Mississippi Valley State University. Medical services are provided by a contracted licensed physician. Student patients are referred to outside entities as required by individual cases.

C. About Mississippi Valley State University

Mississippi Valley State University was opened in 1950, although the legislation authorizing the establishment of the institution under the name Mississippi Vocational College which was

enacted by the Mississippi Legislature in 1946. The express purpose for the new college was to train teachers for rural and elementary schools and to provide vocational training.

The name of the institution was changed to Mississippi Valley State College in 1964. The college was authorized to offer the liberal arts degree as well as the science and education degrees. In 1974, name was changed to Mississippi Valley State University. The name changes reflect the expanding mission and program offerings of the University.

The rural campus is on a 450-acre (180 ha) tract of land adjacent to U.S. Highway 82 in unincorporated Leflore County, in the Mississippi Delta region, 1 mile (1.6 km) northwest of Itta Bena. The university is about 5 miles (8.0 km) from Greenwood, about 50 miles (80 km) from Greenville, about 100-mile (160 km) north of Jackson, and about 120-mile (190 km) south of Memphis, Tennessee.

MVSU has a total enrollment of 2032 in fall 2020, its setting is rural and campus size is 450 acres. The annual pre-pandemic average on-campus residential census is 900 students. The university is on a semester calendar system. The student-faculty ratio at Mississippi Valley State University is 15:1, and the school has 64.5% of its classes with fewer than 20 students. The most popular majors at Mississippi Valley State University include: Public Administration and Social Service Professions; Business, Management, Marketing, and Related Support Services; Biological and Biomedical Sciences; Parks, Recreation, Leisure, and Fitness Studies; and Homeland Security, Law Enforcement, Firefighting and Related Protective Services.

PROPOSAL SUBMISSION

For the appropriate packet containing complete information visit the MAGIC BID Portal at <https://www.ms.gov/dfa/contractbidsearch/>. All applicant/vendors must register as a supplier if you wish to do business with the State of Mississippi at <https://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/>. If you attempt to complete the registration process and you are already a converted vendor in MAGIC, you will receive a duplicate error message. Please call the MMRS Call Center at 601-359-1343. Option 2 for assistance in locating your vendor information. Proposers can submit their application electronically **ONLY** in the MAGIC system.

Sealed proposals and other required documents shall be enclosed in a sealed opaque envelope and shall be identified as a "Request for Proposals" including the RFP number, and the RFP opening time and date. The proposer, by making a proposal, represents that: (a) the proposer has read and understands the RFP documents, terms and conditions, and the proposal is made in accordance therewith; and (b) the proposal is based upon the materials, equipment, systems, printing and/or services specified.

The envelope shall be addressed to Mississippi Valley State University to the attention of Carla Williams, 14000 Hwy 82 West, Box 7244, Itta Bena, MS 38941-1400 and must be submitted on or before June 8, 2021 by 2:00 p.m.

Proposals received after the time and date for the proposal opening will be returned unopened. The proposer shall assume full responsibility for timely delivery at the location designated for receipt of bids. Oral, telephonic, facsimile, or telegraphic proposals are invalid and will not receive consideration.

The proposal must be signed by such individual or individuals who have full authority from the proposer to enter into a binding contract on behalf of the proposer so that a contract may be established as a result of acceptance of the proposal submitted. By reference, the terms and conditions set forth in the Request for Proposal shall serve as additional contract terms and conditions. Proposed terms and conditions of a contract should be submitted as a part of the proposal response.

By submitting a proposal, the program provider submitting a proposal represents and warrants:

- A. That it is currently licensed to do business, or shall be within 30 days of Notice of Intent to Award, as the case may be, in the State of Mississippi and that it will take such action as, from time-to-time hereafter, may be necessary to remain so qualified;
- B. That it is not in arrears with respect to payment of any monies due and owing the State of Mississippi, or any department or agency thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not fall into arrears during the term of the agreement; that it shall comply with all federal, State, and local laws, ordinances, and legally enforceable rules and regulations applicable to its activities and obligations under the contract;
- C. That it shall procure, at its expense, all licenses permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations with respect to the requested financing;
- D. That it will be responsible for any expenses incurred in the preparation and/or presentation of the proposals and oral interviews, if conducted, or for the disclosure of any information or material received in connection with this solicitation, whether by negligence or otherwise;
- E. That the facts and matters set forth in this proposal are true and correct.

PROPOSAL COPIES

One original signed and completed, and five (5) copies of the proposal shall be submitted to the University. Four of the copies must be anonymous. No company name, address, phone number, signature, or any other identifying information may appear.

MAJOR ANTICIPATED SCHEDULE OF EVENTS

RFP Issue Date	May 14, 2021
Notice Interest Forms Due	May 21, 2021
Proposer’s Inquiry Deadline	May 28, 2021
Proposals Due	June 8, 2021
Submission to IHL for Approval of Contract Award	To be determined
Notification of Award Approval to Contractor	To be determined
Initiation of Implementation of Student Health Services Project	To be determined

TERM OF AGREEMENT

The successful proposer shall sign a contract that incorporates the requirements and terms of this RFP, the response to the RFP, and the negotiated and agreed upon terms between the proposer and Mississippi Valley State University. The preferred initial term of the proposed agreement for health services and support shall be for five years; proposers may propose alternative terms. The University recognizes that if a proposal includes the provision of services on campus and includes a capital investment in facilities by the proposer, a significantly longer term, subject to contingencies which a State Agency is required to include in any such contract, would be implicated, along with an amortization period if an early termination should occur.

The University will reserve a right to early termination of the contract under terms to be negotiated, including but not limited to a Funding Out clause.

All applicable Federal laws, State laws, County, Local and municipal ordinances, by-laws, and the orders, rules and regulations of all authorities having jurisdiction over this work shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though written out in full.

INQUIRES AND INTERPRETATIONS

Communications with employees of Mississippi Valley State University concerning this RFP by the proposer or on the proposer's behalf, except as is specified below would not be appropriate during the submission and selection process. **Failure to comply with this requirement may disqualify a proposer.**

The University has 7 days to reply to all inquiries submitted. All questions and/or inquiries concerning this request shall be submitted in writing to:

Mississippi Valley State University
Attention: Dr. Thomas Calhoun, Jr
Vice President for Enrollment Management and Student Affairs
14000 Hwy 82 W
P.O. Box 7267
Itta Bena, MS 38941-1400
Thomas.Calhoun@mvsu.edu

Inquiries submitted after deadline on May 28, 2021 by 2:00 p.m., may be disregarded by the University at its discretion due to proximity to the closing date. Proposers shall consider the Department of Procurement Services as the first and prime point of contact on all matters related to the procedures associated with this RFP. If additional information is needed from any source, Procurement Services will work with the Proposer and the various offices of the University to gather that information. Should any prospective proposer find discrepancies in or omissions from this RFP or be in doubt of the meaning, the proposer should at once request in writing an interpretation from the University as described above. All necessary interpretations will be made available to all recipients of this RFP in the form of addenda to the RFP and such addenda shall become part of this RFP. Failure of any recipient of this RFP to receive any such addendum or interpretation shall not relieve such recipient from any obligation under their proposal

as submitted; copies of such addenda shall be available on the Procurement Office website at www.mvsu.edu/purchasing. Once there, proposer should select “Current Bids” from the menu to the right. The University will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS SHALL NOT BE BINDING ON** Mississippi Valley State University, regardless of who made the statement. Every official and binding interpretation made by the University will be made in the form of an addendum that, if issued, will be added to the website as an addendum under “Current Bids”.

Procurement Services can also be reached by:

Telephone: 662-254-3320
Facsimile: 662-254-3314
Email: mvsu.edu/purchasing

No substantive information will be provided to Proposers verbally or on an individualized basis.

ELIGIBLE PROPOSERS

Proposals will be accepted only from entities who:

- A. Are free from all obligation, interest and regulatory problems which might conflict with the interests of Mississippi Valley State University, the Board of Trustees of State Institutions Higher Learning, and the State of Mississippi.
- B. Are experienced in the provision of health services; and
- C. Are able to demonstrate the availability of relevant resources, including capital, personnel, and other professional services necessary for the delivery of broad health services as described herein.

MODIFICATION OR WITHDRAWAL OF PROPOSALS

At any time prior to the specified time and date designated for receipt of proposals, a proposal submitted may be withdrawn by notice to the party receiving proposals at the place designated for receipt of proposals. Such notice shall be in writing over the signature of the proposer with authority as set forth under paragraph “*Proposal Submission*,” above and shall be received prior to the designated time and date for receipt of proposals. **Once proposal is received by University NO Modifications will be allowed, after June 8, 2021 at 2:00 p.m., unless requested by the University.**

ERASURES AND INTERLINATIONS

Erasures, interlineations, or other changes in the proposal must be initialed by the person(s) signing the proposal.

NON-FUNDING

All services performed or goods delivered under this contract are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, University will provide as much notice to the vendor as is reasonably viable, and then this Purchase Order/Contract becomes void and of no effect after June 30.

PAYMENTS AND INTEREST ON LATE PAYMENTS

Where applicable, payment by University to a vendor may only be made after the delivery and acceptance of services or goods. Payment of services or goods cannot be prepaid and must be processed in arrears. Interest may be paid for late payment in accordance with Mississippi Code § 31-7-307.

RESIDENT VENDOR PREFERENCE

If you are not a registered supplier and you wish to do business with the State of Mississippi, click here to register: [State of Mississippi Supplier Registration](#). If you attempt to complete the registration process and you are already a converted vendor in MAGIC, you will receive a duplicate error message. Please call MMRS Call Center at 601-359-1343, Option 2 for assistance in locating your vendor information.

TAX EXEMPTION

The State of Mississippi, the Board of Trustees of State Institutions Higher Learning, and Mississippi Valley State University are exempt from federal and state taxes and will not pay or reimburse such taxes. Vendors may be subject to local as well as State and federal taxes and must exercise due diligence in incorporating all applicable taxes into any financial components of the response to the RFP.

REJECTION OF PROPOSALS

The University shall have the right to reject any and all proposals, in whole or part; to reissue a new or revised RFP at its sole discretion; to reject a proposal not accompanied by a required security or other data required by the RFP documents; to reject a proposal, which is in any way incomplete or irregular; or to waive any minor irregularities and discrepancies which in the judgment of the University did not create a material and unfair competitive advantage. Offers may be rejected for any of the following reasons:

- A. Failure to meet the mandatory specifications and requirements;
- B. Failure to respond in a timely fashion to a request for additional information or data;

- C. Failure to supply appropriate and favorable client references;
- D. Financial instability of proposer submitting the proposal;
- E. Failure of the proposer to successfully negotiate a contract, if applicable;
- F. Submitting an incomplete Financial Proposal information that is requested;
- G. Submitting a proposal that is not signed; or
- H. Failure to demonstrate that the proposer is qualified to carry out the obligations of the contract and to implement and support the work specified herein.

PRICE/FINANCIAL PROPOSAL

Proposers may utilize multiple, alternate financial models in their submission. Regardless of the model, though, the financial details and expectations must be described in enough depth to allow for a thorough cost evaluation.

If more than one financial model is submitted in the proposal, each shall be clearly linked to specific service alternatives and terms and shall include everything necessary for the prosecution and completion of the agreement within that model, including, but not limited to, furnishing all materials and all management, supervision, labor and service relating to provision of health services to University students.

Price/financial proposals must solely address the delivery of healthcare services to University students, not employees or the broader community, who would obtain care solely on a private basis. However, in addressing potential healthcare services to employees the proposer should clearly indicate whether proposer would be committed to being a full participant in whatever employee health insurance plan/network is offered, from time to time, by the University to its employees.

The University will evaluate the total price for the basic requirements (the Student Health Center (SHC), as defined below) with any option(s) exercised at the time of award. Evaluation of options will not obligate the University to exercise the option(s).

The University may reject an offer if it is materially unbalanced as to process for the basic requirements and the option quantities. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices, which are significantly overstated for other work.

The offer for the scope of student healthcare services to be direct-billed to the University (the SHC operation) must identify the total cost, including specialized fees or separate reimbursements, for the complete provision of the SHC services to the student body, whose services provided cannot be reimbursed through their insurance or other means. The University is the payer of last resort. No allowance will be made at a later date for additional charges due to the proposer's omission.

AWARD OF CONTRACT

The award shall be made by the University to the responsible proposer whose proposal will be most advantageous to the University with respect to maximizing delivery of quality healthcare services in a financially viable manner and at a location(s) viable to provide effective service to the student body.

Location of services is an essential component of this RFP. Establishing accessibility for students by locating on the campus is a necessary component of meeting the technical specifications and multiple components of the evaluative criteria.

The University may award a contract on the basis of initial offers received, without discussion; therefore, each initial offer should contain the proposer's best terms from a cost and technical standpoint.

TRADE SECRETS

If the response contains any trade secrets that should not be disclosed to the public or used by the University for any purpose other than evaluation of your proposal, the top of each sheet of such information must be marked with the following legend:

“CONFIDENTIAL INFORMATION”

All information submitted as part of the proposal must be open to public inspection (except items marked as trade secrets and considered trade secrets pursuant to the State of Mississippi laws after the award has been made). Should a request be made of the University for information that has been designated as confidential by the Vendor and, on the basis of that designation the University denies the request for information, the Vendor may be responsible for all legal costs necessary to defend such action if the denial is challenged in a court of law.

CONFLICT OF INTEREST/ETHICS

A proposal may be subject to rejection if its acceptance would constitute an unethical conflict of interest for a University administrator or employee.

By submitting a proposal, proposers certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other proposer or prospective proposer, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

INVOICING

Upon award of the contract, the successful proposer will be responsible for invoicing the University for any applicable fees. It is the responsibility of the vendor to provide invoices to the University to ensure

payment is made for any fees agreed upon. The fee-for-service for uninsured or underinsured students to the university will be outlined in the final contractual agreement between the selected Proposer and the University.

INSURANCE REQUIREMENTS

Without limiting any liabilities or any other obligation of the Proposer, the Proposer shall purchase and maintain (and cause its subcontractors to purchase and maintain), in a company or companies lawfully authorized to do business in the State of Mississippi and rated at least A/VII in the current A.M. Best's, the minimum insurance coverage below. **Minimum requirements are subject to change based on scope of work and contract awarded.**

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The University in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

MINIMUM SCOPE AND LIMITS OF INSURANCE

Contractor shall provide coverage with limits of liability not less than those stated below:

Commercial General Liability - Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

General Aggregate	\$2,000,000
Products Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability - Written and Oral	\$1,000,000
Fire Legal Liability	\$ 50,000
Each Occurrence	\$1,000,000
Officers and Directors Liability	\$2,000,000
Combined Single Limit per Occurrence	
Medical Malpractice	\$1,000,000/\$3,000,000
Per Occurrence	

The policy shall be endorsed to include the following additional insured language: "**The State of Mississippi, its departments, agencies, boards, commissions, universities and its officers, officials, agents, employees, and the Board of Trustees of State Institutions of Higher Learning and its**

board members shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor".

Policy shall contain a waiver of subrogation against the State of Mississippi, its departments, agencies, boards, commissions, universities and its officers, officials, agents, employees, and the Board of Trustees of State Institutions of Higher Learning and its board members for losses arising from work performed by or on behalf of the Contractor.

Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 500,000
Disease - Each Employee	\$ 500,000
Disease - Policy Limit	\$1,000,000

Policy shall contain a waiver of subrogation against the State of Mississippi, its departments, agencies, boards, commissions, universities and its officers, officials, agents, employees, and the Board of Trustees of State Institutions of Higher Learning and its board members for losses arising from work performed by or on behalf of the Contractor.

Professional Liability (Errors and Omissions Liability)

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained, or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

ADDITIONAL INSURANCE REQUIREMENTS

The policies shall include, or be endorsed to include, the following provisions:

- The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
- Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

NOTICE OF CANCELLATION

Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after

thirty (30) days prior written notice has been given to the State of Mississippi. Such notice shall be sent directly to Mississippi Valley State University, Attn: Carla Williams, Purchasing Director, 14000 Hwy 82 West, Box 7244, Itta Bena, MS 38941-1400 and shall be sent by certified mail, return receipt requested.

VERIFICATION OF COVERAGE

Contractor shall furnish the University with certificates of insurance (ACORD form or equivalent approved by the State of Mississippi) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the University before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to Mississippi Valley State University, Attn: Carla Williams, Purchasing Director, 14000 Hwy 82 West, Box 7244, Itta Bena, MS 38941-1400. The University project/contract number and project description shall be noted on the certificate of insurance. The University reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

SECTION II- LEGAL AND STANDARD REQUIREMENTS OF REQUEST FOR PROPOSAL

APPLICABLE LAWS

This contract shall be governed and interpreted by the laws of the State of Mississippi.

FORCE MAJEURE

Neither party shall be held responsible for any losses resulting from the fulfillment of any terms or provisions of this Agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.

ANTI-KICKBACK

In compliance with FAR 52.203-7, the University has in place and follows procedures designed to prevent and detect violations of the Anti-Kickback Act of 1986 in its operations and direct business relationships.

GRATUITIES

The University may, by written notice to the Proposer, cancel this Agreement if it is found by the University that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Proposer, or any agent or representative of the Proposer, to any officer or employee of the State of Mississippi with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract. In the event this Agreement is canceled by University pursuant to this provision, the University shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Proposer in providing such gratuities.

ASSIGNMENT-DELEGATION

No right or interest in this Agreement shall be assigned, or any obligation delegated, by Proposer without the written permission of the University. Any attempted assignment or delegation by Proposer shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

EQUAL OPPORTUNITY CLAUSE

The Provisions of Section 202 of Executive Order 11246.41, C.F.R. §60-1.4.41, C.F.R. §60-250.4 and 41, and C.F.R. §60-741.4 are incorporated herein by reference and shall be applicable to this Agreement unless this Agreement is exempted under the rules, regulations or orders of the Secretary of Labor.

ADVERTISING

Proposer agrees that it will not use Mississippi Valley State University or any of its names or trademarks in any Proposer advertising without the Universities consent in writing from an authorizing official.

INDEMNIFICATION

Contractor shall indemnify, defend, save and hold harmless Mississippi Valley State University, its officers, officials, agents, employees, and the State of Mississippi (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In the University's sole discretion, the Contractor may be allowed to control the defense of any such claim, suit, etc. In the event the Contractor defends such claims, suit, etc.,

the Contractor shall use legal counsel acceptable to the University, and the University shall be entitled to participate in said defense. The Contractor shall not settle any claim, suit, etc. without the University's concurrence.

The Contractor shall also indemnify and hold Mississippi Valley State University harmless from and against all actions, suits, damages, and claims brought or made by reason of non-observance or non-performance of any of the terms, covenants and conditions of the Contract or the rules, regulations, ordinances and laws of the State of Mississippi and Federal if applicable.

TERMINATION FOR DEFAULT

In the event that the Proposer shall fail to maintain or keep in force any of the terms and conditions of this Agreement, the University may notify the Proposer in writing of such failure and demand that the same be remedied within 30 days. Should the Proposer fail to remedy the same within said period, the University shall then have the right to terminate this Agreement.

NO WAIVER

No waiver by University of any breach of the provisions of this Agreement by the Proposer shall in any way be construed to be a waiver of any future breach or bar the University's right to insist on strict performance of the provisions of the Agreement.

UNIVERSITY WEAPONS POLICY

The University prohibits the use, possession, display, or storage of any weapon, explosive device, or fireworks on all land and buildings owned, leased, or under the control of the University or its affiliated or related entities, in all University residential facilities (whether managed by the University or another entity), in all University vehicles, and at all University or University-affiliate sponsored events and activities, written permission is given by the MVSU Police Department (MVSU PD). Notification by Contractor to all persons or entities who are employees, officers, subcontractors, consultants, agents, guests, invitees, or licensees of Contractor (Contractor Parties) of this policy is a condition and requirement of the contract. Contractor further agrees to enforce this contractual requirement against all Contractor Parties.

PAYMENT CARD INDUSTRY DATA SECURITY STANDARD

For e-commerce business and/or credit card transactions, Proposer agrees to be bound by the requirements and terms of the Rules of all applicable Card Associations, as amended from time to time, and be solely responsible for security and maintaining confidentiality of Card transactions processed by means of electronic commerce up to the point of receipt of such transactions by Bank.

Proposer is required to be in compliance with the requisites of the SAS 70 and/or Payment Card Industry Data Security Standard and provide written attestation of compliance annually.

BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above 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. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining and Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

DEBARMENT AND SUSPENSION

Recipients shall fully comply with the requirements stipulated in Subpart C of 45 CFR 620, entitled "Responsibilities of Participants Regarding Transactions". The recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 45 CFR 620, entitled "Covered Transactions", includes a term or condition requiring compliance with Subpart C. The recipient also is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transaction. The recipient acknowledges that failing to disclose the information required under 45 CFR 620.335 may result in the termination of the award, or pursuance of other available remedies, including suspension and debarment. Recipients may access the Excluded Parties List System at <http://epls.arnet.gov>.

NOTICE OF INTEREST

The Notice of Interest form (Section VIII, page 32) should be submitted to the Issuing Officer via email, fax or hardcopy. In the notice, the Proposer must provide the name of the primary contact person, plus that person's telephone number and email address for communication of information about the RFP, answers to questions submitted by Proposers, and other matters about the selection process. All prospective Proposers completing Notice of Interest will receive the same supplementary information.

POST-SELECTION REVIEW AND PROTEST OF AWARD

MVSU will name the apparent successful Proposer in a "Notice of Intent to Award" letter. Identification of the apparent successful Proposer is procedural only and creates no right in the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer and shall be given seven (7) calendar days from the date on the "Notice of Intent to Award" letter to review the file and evaluation report and file a written protest of award, pursuant to Mississippi public procurement law. Protests may not be faxed. Any award protest must be in writing and must be hand delivered (including UPS, FEDEX), mailed to the attention of:

Carla Williams
Purchasing Director
14000 Hwy 82 West
Box 7244
Itta Bena, MS 38941-1400

MVSU will consider any protests received and:

- a. reject all protests and proceed with final evaluation of contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with named Proposer; OR
- b. reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the solicitation and Mississippi public procurement law; thereafter, MVSU may name a new apparent successful Proposer; OR
- c. reject all Proposals and cancel the procurement.

The University will timely respond to the protest after receipt. This decision shall be final. Protest should be sent the Department of Finance and Administration within 7 days of the closing of the RFP.

ACCEPTANCE OF CONTRACTUAL REQUIREMENTS

Failure of the selected Proposer to execute a contract and deliver required insurance certificates within five (5) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of MVSU.

PUBLIC RECORDS

Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made part of a file or record which will be open to public inspection.

AUDITS

The financial records, documents and accounting procedures and practices of the contractor relevant to this contract shall be subject to examination by the University’s Auditor and shall meet the GAAP standards.

NON-DISCRIMINATION

The successful contractor or supplier shall comply with all applicable state and federal statutes and regulations governing Equal Employment Opportunity, Non - Discrimination, and Immigration.

INVESTIGATION OF REFERENCES

Proposers must provide the names of three references and accrediting organizations. MVSU reserves the right to investigate all references in addition to accrediting organizations, its lawful payments to medical supply vendors, subcontractors, and workers and any other factor relevant to this RFP. MVSU may

postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

RFP PROPOSAL PREPARATION COSTS AND OTHER COSTS

Proposer's costs of developing the Proposal, cost of attendance at an interview or any other costs are entirely the responsibility of the Proposer and will not be reimbursed in any manner by MVSU.

CLARIFICATION

MVSU reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear and favorable manner possible.

RIGHT TO REJECT PROPOSALS

MVSU reserves the right to reject any or all Proposals.

CANCELLATION

MVSU reserves the right to cancel or postpone this RFP at any time or to award no contract.

PROPOSAL TERMS

All Proposals, including any price quotation, will be valid through a period of sixty (60) calendar days following the Closing date. MVSU may require an extension of this offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

ORAL PRESENTATIONS AND INTERVIEWS

Proposer, who have cleared the screening process, and identified as the apparent successful Proposer may be given an oral presentation of their Proposal and be interviewed by the evaluating committee. This process will provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. The Issuing Officer will schedule the time and location for the oral presentation and interview. Any costs of participating in the oral presentation and interview process will be borne solely by Proposer and will not be reimbursed by MVSU.

USAGE

It is the intention of MVSU to utilize the services of the successful Proposer to provide services as outlined, Section IV-Scope of Work.

REVIEW OF RESPONSIVENESS

Upon receipt of all Proposals, the Issuing Office or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. MVSU reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

RFP INCORPORATED INTO CONTRACT

This RFP will become part of the Contract between MVSU and the selected contractor. The contractor will be bound to perform according to the terms of this RFP and their Proposal.

COMMUNICATION BLACKOUT PERIOD

Except as called for in this RFP, Proposers may not communicate with members of the evaluation committee about the RFP until apparent successful Proposer is selected, and all protests, if any, have been resolved.

PROHIBITION ON COMMISSIONS

MVSU will contract directly with persons/entities capable of performing the requirements of this RFP, Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the proposal process.

OWNERSHIP OF PROPOSALS

All proposals in response to this RFP are the sole property of MVSU, and subject to the provision of the Mississippi Public Records Act of 1983, Codified as Section 26-61-1 et seq.

CLERICAL ERRORS IN AWARDS

MVSU reserves the right to correct inaccurate awards resulting from its clerical errors.

COLLUSION

By responding, the Proposer states that the proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects and without collusion or fraud. Proposer also certifies that no officer, agent, or employee of MVSU has a pecuniary interest in this proposal.

EVALUATION COMMITTEE

Proposals will be evaluated by a committee consisting of representatives from MVSU and contractual consulting team. MVSU reserves the right to modify the evaluation committee make-up in its sole discretion. The committee's recommendations will be forwarded to the Dr. Thomas Calhoun, Jr. Vice President for Enrollment Management and Student Affairs, for final approval.

COMMENCEMENT OF WORK

The contractor shall commence no work until all insurance requirements have been met, any protest(s) have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by MVSU.

TERM OF CONTRACT

The initial term of the contract will be for a five (5) year period. Notwithstanding the foregoing, MVSU intends to reserve the right upon ninety (90) days' notice to the Contractor to terminate the Contract for its convenience upon mutual consent.

CONTRACT OF TERMINATION

The University may terminate with or without cause by giving not less than ninety (90) days written notice of the intention to terminate as of the specified time. The Contractor may also terminate with cause by giving a ninety (90) days written notice of the intention to terminate as of the specified time.

DELIVERY OF PROPOSALS

Completed proposals (including all attachments) may be submitted electronically ONLY in the MAGIC system by June 8, 2021 by 2:00 p.m.

Proposals delayed or lost by email system filtering or failures may be considered at the sole discretion of MVSU. In addition to electronic submission, the original signed copy of the Proposal and 4 anonymous copies must be postmarked no later June 8, 2021. The sealed envelope/package containing the Proposal must be clearly marked "Response to RFP#VSRP-100081".

The original Proposal must be signed by an authorized representative of the Proposer. Alterations or erasures shall be initialed in ink by the person signing the Proposal. Proposals may not be submitted by telephone or fax.

It is the responsibility of the Proposer to ensure that Proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.** Proposals may be hand delivered (including UPS, FEDEX), mailed to the attention of:

Carla Williams
Purchasing Director
14000 Hwy 82 West
Box 7244
Itta Bena, MS 38941-1400 Contact person and address

SECTION III: STUDENT HEALTH CENTER BACKGROUND

STUDENT HEALTH CENTER BACKGROUND

Mississippi Valley State University began its student health services in 1960 and was at that time called the Infirmary where it provided health care to students, faculty, and staff. Currently the center provides basic health care and conducts Spring and Fall Health Fairs. It also operates preventive health care programs. The center was staffed with an on-call physician, nurse practitioner, registered nurse (2), licensed practical nurse (1), and a part-time front desk person. The center is currently operating on a manual system of intake. There is no practice management or electronic health system in use.

The EMT service provides transportation to students for off campus medical appointments including x-rays. There are no radiological services available on campus. The current hours of operation are 8-5 Monday – Thursdays and 8-4 on Friday. There are currently no billing processes in place for third party billing and/or tracking medical services provided for billing purposes. Students are not currently charged for services provided by the Student Health Center.

To help proposers understand the current operation of the Student Health Center and forecast needs, the following information is being provided.

Per 2019-20 MVSU Fact Book

Number of Faculty:	109
Total Faculty/Staff:	525
Students by Race:	91% African American, 2% White, 1% Hispanic, 5% Not identified
Students by Age:	10% below age 18, 68% Ages 18-24, 9% Ages 25-29, 13% above age 30
Student by Gender:	61% female, 39% male

SECTION IV: SCOPE OF WORK

SCOPE OF WORK

The contractor shall provide MVSU with the services usually expected of a top-quality University health care system for students and staff. In order to achieve the goals of the MVSU Student Health Center, the Contractor shall adopt the following objectives in managing the delivery of healthcare services. The substantial achievement of the objectives will be a requirement of the resulting contract, upon time frames agreed upon between the parties, and reduced to writing. Substantial achievement of the objective will be among the factors MVSU will consider, at its sole discretion, in determining whether the term of the contract will be extended. The objectives are:

1. To provide the MVSU community with a full range of comprehensive health care services expected from an accredited healthcare organization.
2. To provide all required primary, preventive, mental health, enabling health services and additional culturally sensitive health services as appropriate and necessary, either directly or through established written arrangements and referrals by highly qualified and credentialed providers.
3. To provide the MVSU community with campus wide health education and promotions through health fairs and other health promotional tools. The proposer will be expected to integrate outreach and engagement comprehensive health activities outside the health center setting on campus.
4. To provide appropriate diverse core staffing to meet the primary, preventive, mental health, enabling health service and additional health service needs of the student population.
5. To provide a description of the design of the proposed model of healthcare delivery system. The description provided must describe the type and scope of services.
6. To provide healthcare services at times and locations that assures accessibility and meets the needs of the MVSU community.
7. To provide professional healthcare services (coverage) during hours when the center is closed.

8. To provide professional healthcare services until 7 p.m. at least one day of the week.
9. To show evidence that that the proposer has an affiliation with one or more referral hospitals or other such arrangements to ensure continuity of care.
10. To provide evidence that the proposer has an ongoing quality assurance program that includes clinical services and management, and that maintains the confidentiality of patient records.
11. To provide appropriate oversight and authority over all contracted medical services, including assuring that any sub-recipient(s) follow guidelines as outlined in this RFP.
12. To provide education to patients and the MVSU community regarding the availability and proper use and need of health services.
13. To provide basic health services which, for purposes of this section shall consist of but not limited to the following:
 - a. Health services related to family medicine, internal medicine, pediatrics, women's health services and where appropriate physician assistants, and nurse practitioners
 - b. Diagnostic laboratory and radiologic services
 - c. Preventive health services to include but not limited to: appropriate cancer screening, well child services, immunizations against vaccine preventable diseases, screenings for communicable diseases, cholesterol, and diabetes.
 - d. Mental health services, short term crisis intervention, including substance abuse counseling
 - e. Emergency medical services
 - f. Pharmaceutical services as may be appropriate
 - g. Referrals to providers of medical services (including specialty referral when medically indicated) and other health related services (including substance abuse education and mental health referrals).
 - h. Education of patients and the general MVSU community served by the clinical staff regarding the availability and proper use of health services.
14. To provide patient satisfaction surveys with the MVSU community designed to obtain feedback on the performance of the medical services provided.
15. To provide employment and/or internship opportunities for MVSU students.
16. To provide efficient patient flow that is enhanced by quality customer service to include up to date technology in practice management and electronic health care systems.

SECTION V: PROPOSAL REQUIREMENTS AND EVALUATION

PROPOSAL FORM AND CONTENT

Proposals that do not contain all the information requested in this and other sections may be rejected as non-responsive.

SUBMISSION FORMAT

The proposal should be presented 8 1/2" x 11" paper, using generally accessible word processing document formats conducive to cut-and-paste transfer of information to contracts or other summary documents. MS Office Suite documents are preferred.

Proposers should structure responses as outlined in this RFP. Proposals should be prepared so the responses are specifically addressed in the same order as the requested information identified below and on the Questionnaire. Pages should be numbered consecutively, and tables inserted between sections.

REQUIRED PROPOSAL CONTENT

The proposal must include the following:

Title Page or Cover Letter: The title page or cover letter should indicate the date, subject, name of the Proposer, address, telephone number, email address, name and title of the Proposer's contact person as well as signature of authorized official with the authority to negotiate and contractually bind the Proposer.

Offices and Representatives: A description of the office (s) that will provide support, including its geographic location, staffing level, the background, experience, and qualifications of personnel. This information must be listed in a specifically identified section of the Proposal.

Questionnaire: Complete and specific answers to the Questionnaire for Proposers (Section VI). Please respond by restating each question and thereafter providing your answer in order beginning with question 1.

Summary Statement: The Proposer must provide a summary statement as to its qualifications, as well as briefly describe (no more than 500 words) any special considerations MVSU should consider.

EVALUATION CRITERIA

Proposals will be evaluated for completeness and compliance with this RFP, American College Health Association guidelines, standards, and recommendations, and health care accreditation agency standards i.e. Joint Commission, or Accreditation Association of Ambulatory Health Care. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual, technical requirements of the RFP and American College Health Association guidelines, standards, and recommendations. If the Proposal is unclear, Proposers may be asked to provide written clarification. Proposals that do not specifically address the scope of work or do not include the complete Proposal Content may be rejected as non-responsive.

Proposals will be evaluated based on the following evaluation criteria and questions outlined in the Questionnaire for Proposers:

	Criteria		Maximum Points
1	Background Information		15
2.	MVSU Student Health Services Plan		30
3.	Communications Plan		15
4.	Transition Plan		20
5.	Personnel, Policies and Training		20
6.	Operation Plan, Policies, Programs and Procedures		30
7.	Internal Systems for Evaluation and Monitoring		30
8.	References		10
9.	Financial Performance Measures		30
	Total Possible Points		200

SECTION VI: QUESTIONNAIRE

QUESTIONNAIRE FOR PROPOSERS

Please submit your responses in order beginning with question #1 by restating the question, then providing your answer. Be specific with details, names and numbers.

1. BACKGROUND INFORMATION

- a. Provide a general description of your company, how the company was started, and plans for future development of the company.
- b. If publicly held, provide an annual report and 10-K for the last full fiscal year. If privately held, audited financial statements (to include a detailed balance sheet) and/or income tax statements for the past two fiscal years.
- c. Provide a listing of and resumes for all principal officers and key executives.
- d. Provide a EIN and DUNS number.
- e. Provide a list of all health facilities/sites and locations.
- f. Provide operational and health care plans of current health facilities.
- g. Provide current practice management and electronic health record systems.
- h. Provide evidence that your organization or its officers have been engaged for at least the past five (5) years in providing services as listed in this RFP.
- i. Provide if approved by Medicaid or Medicare.
- j. Provide evidence that your organization has the ability to comply with the Affordable Health Care Act.
- k. Provide three references from the health care industry most knowledgeable about your performance.
- l. Provide whether your organization is an accredited organization with an accreditation health care agency (i.e., Joint Commission accredited or Accreditation Association of Ambulatory Health Care). Must show current accreditation for three years.

2. MVSU STUDENT HEALTH CENTER PLAN

Provide a detailed description of your company's plan to develop the Student Health Center. Provide specific plans for:

- a. Signage/image of the Student Health Center.
- b. Layout of Student Health Center.

- c. Type of health care services (medical, mental, social services, and health education services) provided at the Student Health Center.
- d. Describe how the proposer will provide culturally and linguistically appropriate mental health services to the students by certified provider(s).
- e. Types of student and staff activities (health education activities and outreach campus wide) that will be provided.
- f. Hours of operation (must include at least one day of week of extended hours until 7 p.m.).
- g. Marketing of Student Health Center.
- h. Health Care goals and objectives of Student Health Center.
- i. Provide on-call services after hours
- j. Coordination of services provide through referrals network

3. COMMUNICATIONS PLAN

Submit a communications plan that, at a minimum, details the following:

- a. Provide an organizational chart that describes the relationship between that entity and MVSU.
- b. Provide a regional and corporate visitation schedule by job title. Include the length of the visit, who will be called upon, and what follow-up MVSU can expect from such a visit.
- c. Provide the type of ongoing written communication that MVSU will receive from the Proposer's site, regional and corporate offices. Include the frequency, topics and other pertinent explanatory data.
- d. Provided the type and level of operational and financial results and related analysis detail that MVSU can expect to receive and utilize as a management tool. Proposers should be candid as to the level of detail that will be provided relative to full disclosure on all costs associated with the contract.
- e. Provide the type of clinical reports in detail that MVSU can expect to receive and utilize as an evaluation tool of overall health status of campus (i.e., epidemics, health promotional activities, changes within operations, patient flow, utilization, clinical quality, patient access and patient visits).
- f. Provide the methods that Proposer will utilize to ensure patient/customer satisfaction with the Student Health Center's services provided.

4. TRANSITION PLAN

Provide a detailed transition plan. Specifically describe proposed start and completion dates for initial transition. Describe the types and estimated amount of time from MVSU staff that will be required. Provide a preliminary operational plan that includes a draft work plan that details the steps outlining the operational startup and demonstrates the capacity to implement the service plan within ninety (90) days of receiving the contract.

5. PERSONNEL, POLICIES AND TRAINING

Provide a staffing plan for directors and leadership that describes and explains the following.

- a. Provide a staffing plan for the Student Health Center to include the number, titles of staff job descriptions, and expected time commitment of staff that will be dedicated to the project, including the roles and responsibilities for each position.
- b. Describe how the proposed key staff members have relevant skills and leadership ability to successfully carry out the project.
- c. Provide a description of the credentialing and privileging process of licensed clinical staff. NOTE: Must provide that clinical staff is licensed from the State of Mississippi, specifically for the services and/or products proposed.
- d. Provide a description of continued educational, training programs for managers, supervisors, employees, and licensed clinical staff to include competency to perform duties and cultural competency.
- e. Provide a description as to how staffing will occur to meet the needs of heavy seasonal patient flow.
- f. Provide a description of your organization's personnel policies including employee grievance process.

6. OPERATIONAL PLAN, POLICIES, PROGRAMS, AND PROCEDURES

Describe your organization's policies, programs, and procedures proposed for use in the operation of the Student Health Center. It is an MVSU priority that students and staff have access to quality comprehensive health care in the most affordable manner possible. Include a description of the organizational and structural functions that will be in place to implement, monitor, and operate an efficient health services program. Please demonstrate an understanding of the needs of the MVSU community. Include the following:

- a. Fee scale
- b. Appointment and Scheduling Process
- c. Patient flow process. Please include check in and out procedures
- d. Drug Testing Policies
- e. Emergency Preparedness (i.e., natural disasters, active shooter, or other on campus emergencies)
- f. Handling of Epidemics
- g. Safety and Security
- h. Infection Control
- i. Medical Records
- j. Medication Control
- k. Patient Confidentiality
- l. Risk Management

7. INTERNAL SYSTEMS FOR EVALUATION AND MONITORING

For the purpose of continuous health system improvement, and reporting of progress, accomplishments and difficulties encountered; the proposer must conduct their own evaluation of their respective program on the impact of a two-part aim. There must be clear quantifiable means for evaluating the impact of the health program on the two-part aim of (1) **Improved Care** and (2) **Better Health**. The evaluation should include multi-pronged data collection efforts, including qualitative and

quantitative approaches. The proposer will be responsible for monitoring, evaluating, and reporting on the progress and impact of the new health care delivery system. These measures are to be collected and analyzed on an ongoing basis, and enable, where possible, by a certified electronic health records, registries data analytics, and electronic reporting mechanisms.

- a. Please provide a description of the internal systems for evaluating and monitoring:
 1. Patient satisfaction and/or patient experience
 2. Utilization
 3. Clinical Quality
 4. Patient Access
 5. Impact of community engagement activities
- b. Please provide a schedule of reporting outcomes on the above to appropriate MVSU personnel.
- c. Please demonstrate that the organization has the resources and track record needed to operate the project and report on the progress it is making during the operation.

SECTION VII: FINANCE

1. FINANCIAL PERFORMANCE MEASURES

- a. Internal Audit: Please provide your organization's internal auditing procedures.
- b. Billing and Collections: Please provide your plan for organization's billing and collections procedures for students and staff of MVSU. Please note that MVSU will develop a capitation rate for uninsured students to be paid to the contractor. A set fee per student will be accessed for each visit.
- c. Financial Viability: Please demonstrate the financial strength and stability needed to operate the clinical project and the commitment to sustain the project during the five-year period.

2. ADDITIONAL INFORMATION

Provide any additional information of your organization, vision for the Student Health Center, or other pertinent information for consideration by MVSU.

SECTION VIII: NOTICE OF INTEREST

Notice of Interest

RFP #VSRP-100081

Name of Consultant/Company: _____ is interested and will submit a proposal in response to this Request for Proposal. Should there be any addenda to this RFP, please forward to my attention.

Comments:

Signature: _____ Date: _____

Print Name: _____

Title: _____ Phone: _____

Address: _____

Email Address for Contact: _____

Please return this form no later than May 21, 2021, by 2:00 p.m. via email to:

Carla Williams
Purchasing Director
14000 Hwy 82 West
Box 7244
Itta Bena, MS 38941-1400
ctwilliams@mvsu.edu

SECTION IX: INQUIRE FORM

Proposer Inquiry Form

Pre-Proposal Questions, General Clarifications, etc.

PROJECT NAME: Student Health Center for Mississippi Valley State University

PROPOSAL NUMBER: _____

INQUIRY DEADLINE _____

QUESTIONS ON: _____ ORIGINAL PROPOSAL or _____ ADDENDUM NO. _____

SECTION NUMBER: _____

WRITER: _____

FAX NO. _____ PHONE NO. _____

COMPANY E-MAIL ADDRESS: _____

DATE: _____

QUESTIONS:

SECTION X: EXHIBITS

Exhibit I: School Health Center Floor Plan

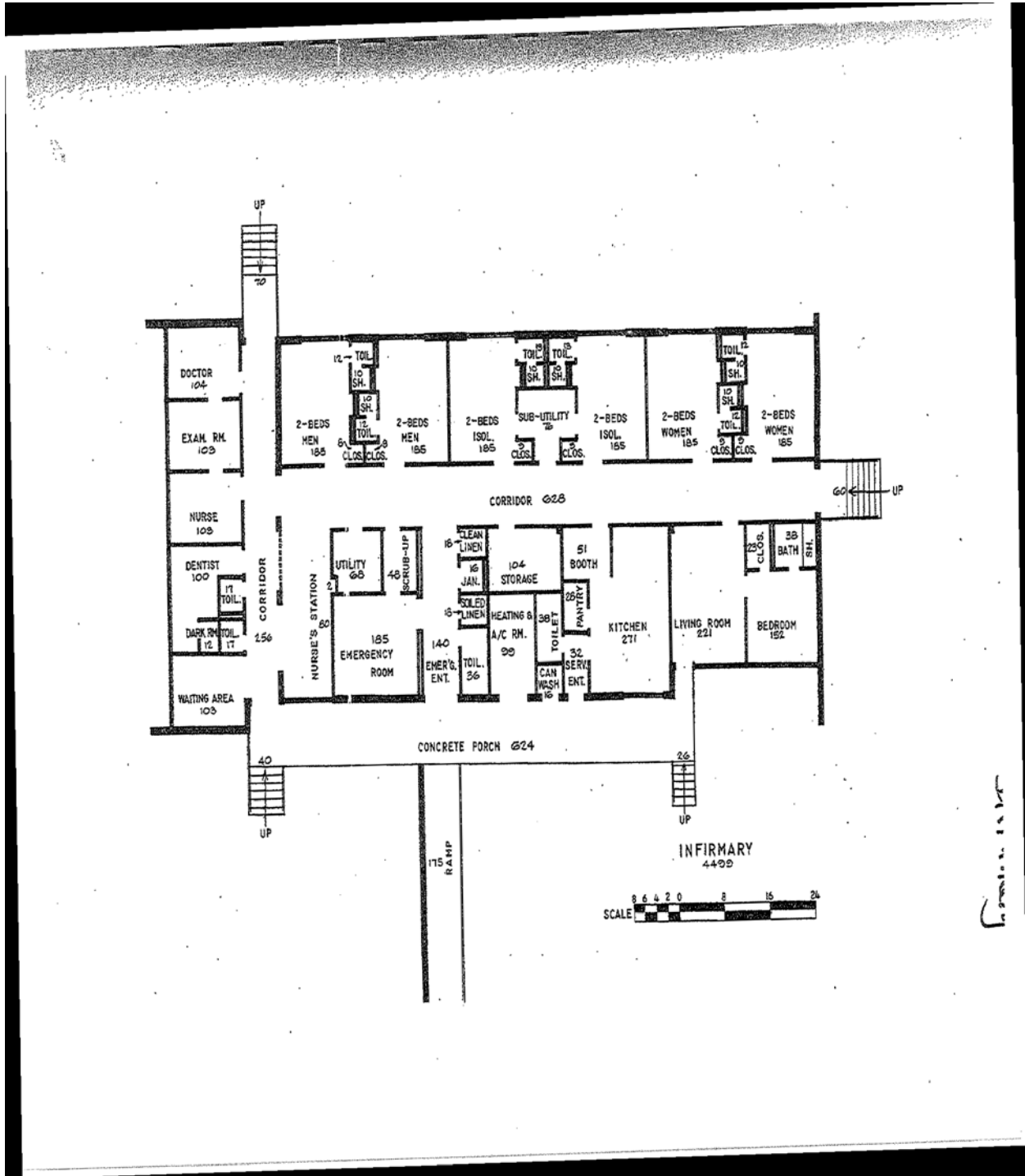


Exhibit II: Profile of SHC Services

The estimate student service population on the campus of Mississippi Valley State University is 900 unduplicated students. The estimated student population that are uninsured and underinsured to be served through this proposal is 630 (70%) of the students, with an average number of 1.5 ambulatory care visits per year. Below you will find a table depicting the services and cost projections for the school term of 2020-2021. As a note, this time period coincides with COVID-19 epidemic and may be higher in the upcoming years.

Medical Services	Percent of Visits	Average number of visits per patient	Average cost per visit
Ambulatory Care	77%	1.5	\$126.98
Mental Health	8%	2	\$60.07
Reproductive Health	5%	2	\$126.98
Supportive Services	3%	1	\$0.00
Medication Management	7%	3	\$Unknown at this time