



STATE OF MISSISSIPPI

Tate Reeves

Governor

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY

Chris Wells, Executive Director

NOTICE OF INTENT TO AWARD

June 19, 2025

Procurement Type and number: RFx3140004158 MDEQ-RFQ04162025

Procurement Title: Professional video production services to support MDEQ's communication and outreach efforts.

Issue Date: Wednesday, April 16, 2025

Closing Date and Time: Thursday, May 29, 2025, at 3:30 p.m.

The following Offerors submitted responses to the above solicitation:

- Broadcast Media Group, Inc., Starkville, MS
- CommonHouse Productions, LLC, Jackson, MS
- Focus EduSolution, Inc. dba Focus EduVation, Woburn, MA
- H2O Partners, Inc., Austin, TX
- Leap Spark, LLC dba Spark, Louisville, KY
- LV Productions, LLC, Los Angeles, CA
- Mad Genius, Inc., Ridgeland, MS
- Modo Studios, Bluffdale, UT
- Mosaic Media, Inc., Jackson, MS
- Peanut Gallery Group, Inc., Sherman Oaks, CA
- Q Squared Media Group, LLC, Jackson, MS
- S. Robards & Company dba Panola Pictures, Water Valley, MS
- TCB Drones, LLC, Dallas, TX

Responses were evaluated according to the criteria stated in the solicitation. We announce our intent to award a Contract to the following Offeror:

- Mad Genius, Inc., Ridgeland, MS

We would like to thank each Offeror for your time and efforts in preparing a response to this solicitation.

The successful Offeror is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project or services until execution of the Contract.

We appreciate your interest in doing business with the State of Mississippi.

Sincerely,

Aveleka Moore

Aveleka Moore, Contracts Division Director

CONTRACTS DIVISION

POST OFFICE BOX 2261 • JACKSON, MISSISSIPPI 39225-2261 • Tel: (601) 961-5107 • www.mdeq.ms.gov

AN EQUAL OPPORTUNITY EMPLOYER

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY

REQUEST FOR QUALIFICATIONS NO. RFx3140004158 MDEQ-RFQ04162025

**PROFESSIONAL VIDEO PRODUCTION SERVICES TO SUPPORT MDEQ'S
COMMUNICATION AND OUTREACH EFFORTS**

EVALUATION COMMITTEE REPORT

June 9, 2025

In accordance with Section 6.9.1 of the Public Procurement Review Board's Office of Personal Contract Review's Rules and Regulations ("Regulations"), this serves as the Evaluation Committee Report ("Report") for the above referenced Request for Qualifications ("RFQ"). Thirteen (13) Statement of Qualifications ("SOQ") were submitted in response to this RFQ and eleven (11) were deemed responsive.

- The SOQ submitted by Broadcast Media Group, Inc. is Offeror Number VIDEO-RFQ-01
- The SOQ submitted by CommonHouse Productions, LLC is Offeror Number VIDEO-RFQ-02
- The SOQ submitted by Focus EduSolutions, Inc. dba Focus EduVation, LLC is Offeror Number VIDEO-RFQ-03
- The SOQ submitted by H2O Partners, Inc. is Offeror Number VIDEO-RFQ-04
- The SOQ submitted by Leap Spark, LLC dba Spark is Offeror Number VIDEO-RFQ-05
- The SOQ submitted by LV Productions, LLC is Offeror Number VIDEO-RFQ-06
- The SOQ submitted by Mad Genius, Inc. is Offeror Number VIDEO-RFQ-07
- The SOQ submitted by Modo Studios is Offeror Number VIDEO -RFQ-08
- The SOQ submitted by Mosaic Media, Inc. is Offeror Number VIDEO-RFQ-09
- The SOQ submitted by Peanut Gallery Group, Inc. is Offeror Number VIDEO-RFQ-10
- The SOQ submitted by Q Squared Media Group, LLC is Offeror Number VIDEO-RFQ-11
- The SOQ submitted by S. Robards Media, LLC dba, Panola Pictures is Offeror Number VIDEO-RFQ-12
- The SOQ submitted by TCB Drones, LLC is Offeror Number VIDEO-RFQ-13

Offerors deemed non-responsive and/or non-responsible

- Offeror Number VIDEO-RFQ-03 Focus EduSolutions, Inc. dba Focus EduVation
- Offeror Number VIDEO-RFQ-06 LV Productions, LLC

Offerors ranked by scores

- Offeror Number VIDEO-RFQ-07 Mad Genius, Inc.
- Offeror Number VIDEO-RFQ-12 S. Robards Media, LLC dba, Panola Pictures
- Offeror Number VIDEO-RFQ-04 H2O Partners, Inc.
- Offeror Number VIDEO-RFQ-05 Leap Spark, LLC dba Spark
- Offeror Number VIDEO-RFQ-02 CommonHouse Productions, LLC
- Offeror Number VIDEO-RFQ-10 Peanut Gallery Group, Inc.
- Offeror Number VIDEO-RFQ-11 Q Squared Media Group, LLC
- Offeror Number VIDEO-RFQ-01 Broadcast Media Group, Inc.
- Offeror Number VIDEO-RFQ-09 Mosaic Media, Inc.
- Offeror Number VIDEO-RFQ-08 Modo Studios
- Offeror Number VIDEO-RFQ-13 TCB Drones, LLC

The Evaluation Score Sheets are included as Attachment A to this Report.

After review and evaluation of the SOQ submitted in accordance with the RFQ and Regulation requirements, the Evaluation Committee Members hereby recommend that the Mississippi Department of Environmental Quality award a Contract to the following:

- Offeror Number VIDEO-RFQ-07 Mad Genius, Inc.

The Offeror should be selected because of the highest evaluation score received after the review and evaluation of the SOQ in accordance with the Evaluation Factors (technical, cost, and management) listed in the RFQ; the submittal is a responsible and responsive offeror whose SOQ has been determined to be the most advantageous to the State taking into consideration the evaluation factors set forth in the RFQ. If the contract is awarded to this Offeror, the terms, conditions, scope of services, fees, etc. to be incorporated into the contract is detailed in the RFQ, included as Attachment B to this Report, the SOQ, and the Regulations, as applicable.

An Offeror, successful or unsuccessful, may request a post-award debriefing. The request for a debriefing must be submitted via email to Aveleka Moore at amoore@mdeq.ms.gov on or before June 24, 2025 and no later 8:30 a.m. Central Standard Time.

The debriefing shall not include point-by-point comparisons of the debriefed Offeror's SOQ with any other response to the solicitation.

At a minimum, the debriefing information shall include the following:

- 1) MDEQ's evaluation of significant weaknesses or deficiencies in the Offeror's SOQ, if applicable;
- 2) A summary of the rationale for award; and
- 3) Reasonable responses to relevant questions about selection procedures contained in the solicitation, applicable regulations, and other applicable authorities that were followed.

Advisors to the Evaluation Committee are as follows:


- 1) Ted Lampton, MDEQ Senior Attorney
- 2) Jessica Schaub, MDEQ Attorney

The Agency Procurement File for this solicitation may be at <https://www.mdeq.ms.gov/about-mdeq/procurements/> under the RFX3140004158 MDEQ-RFQ04162025.

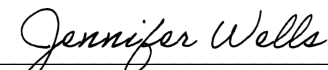
The information and recommendation in this Report is hereby provided by the Evaluation Committee Members that conducted the evaluations for this RFQ.


Cassandra Johnson,

MDEQ Environmental/Natural Resources Specialist III, Office of Community Engagement


Jonathan Leard,

MDEQ Geologist Team Lead, Office of Geology


Jennifer Wells,

MDEQ Environmental/Natural Resources Specialist Supervisor, Office of Pollution Control, Waste Division

ATTACHMENT A

EVALUATION SCORE SHEETS

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/06/2025

Total: 87

Offeror Number: VIDEO-RFQ-01

Technical Factors: 27

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 25

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. 10% 7
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). 10% 10
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). 15% 10

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. 10% 9
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. 10% 8
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. 10% 8

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/06/2025

Total: 91

Offeror Number: VIDEO-RFQ-02

Technical Factors: 28

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 28

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. **10%** 10
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). **10%** 8
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). **15%** 10

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. **10%** 10
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. **10%** 10
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. **10%** 8

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/06/2025

Total: 93

Offeror Number: VIDEO-RFQ-04

Technical Factors: 35

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 23

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. 10% 10
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). 10% 10
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). 15% 15

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. 10% 5
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. 10% 8
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. 10% 10

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/06/2025

Total: 93

Offeror Number: VIDEO-RFQ-05

Technical Factors: 35

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 23

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. 10% 10
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). 10% 10
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). 15% 15

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. 10% 5
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. 10% 8
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. 10% 10

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/06/2025

Total: 97

Offeror Number: VIDEO-RFQ-07

Technical Factors: 32

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 30

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. 10% 7
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). 10% 10
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). 15% 15

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. 10% 10
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. 10% 10
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. 10% 10

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/06/2025

Total: 81

Offeror Number: VIDEO-RFQ-08

Technical Factors: 27

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 19

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. 10% 7
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). 10% 10
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). 15% 10

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. 10% 5
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. 10% 5
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. 10% 9

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/09/2025

Total: 83

Offeror Number: VIDEO-RFQ-09

Technical Factors: 22

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 26

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. 10% 7
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). 10% 5
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). 15% 10

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. 10% 10
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. 10% 8
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. 10% 8

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/09/2025

Total: 91

Offeror Number: VIDEO-RFQ-10

Technical Factors: 35

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 21

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. 10% 10
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). 10% 10
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). 15% 15

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. 10% 5
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. 10% 8
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. 10% 8

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/09/2025

Total: 89

Offeror Number: VIDEO-RFQ-11

Technical Factors: 28

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 26

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. **10%** 10
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). **10%** 8
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). **15%** 10

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. **10%** 10
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. **10%** 8
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. **10%** 8

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/09/2025

Total: 96

Offeror Number: VIDEO-RFQ-12

Technical Factors: 35

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 26

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. 10% 10
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). 10% 10
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). 15% 15

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. 10% 9
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. 10% 9
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. 10% 8

Mississippi Department of Environmental Quality

Evaluator Comments for the Request for Statement of Qualifications to Provide video production services to support MDEQ's communication and outreach efforts

RFx3140004158 MDEQ-RFQ04162025

Date: 06/09/2025

Total: 77

Offeror Number: VIDEO-RFQ-13

Technical Factors: 22

Team Member Number: Consensus

Cost Factors: 35

Management Factors: 20

Technical Factors – 35%

- 1) Evaluation of the Offeror's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. **10%** 9
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). **10%** 5
- 3) Experience and Expertise: The Offeror's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). **15%** 8

Cost Factors – 35%

Management Factors – 30%

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meeting deadlines. **10%** 5
- 2) Past Performance and Reliability: The Offeror's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. **10%** 5
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. **10%** 10

ATTACHMENT B

**REQUEST FOR QUALIFICATIONS (“RFQ”)
RFx3140004158 MDEQ-RFQ04162025**

AMENDMENT #1

REQUEST FOR QUALIFICATIONS ("RFQ")

RFQ Number: RFx3140004158 MDEQ-RFQ04162025

**To Provide: Professional video production services to support
MDEQ's communication and outreach efforts**

Issue Date: Wednesday, April 16, 2025

CLOSING LOCATION

**Mississippi Department of Environmental Quality
515 East Amite Street
Jackson, MS 39201**

MDEQ RFQ COORDINATOR

Ms. Aveleka Moore, Contracts Division Director

E-mail: amoore@mdeq.ms.gov

CLOSING DATE AND TIME

SOQ must be received by 3:30 p.m., Thursday, May 29, 2025

SECTION 1

1.1 Qualifications Acceptance Period

Offerors should submit one (1) signed original Statement of Qualifications (“SOQ”), along with one (1) signed digital copy in Portable Document Format (“PDF”) on a Universal Serial Bus (“USB”) flash drive with all of the attachments. Both must be signed by an authorized representative of the Offeror. The signed original SOQ and USB flash drive should be submitted in a sealed envelope or package as stated below no later than the time and date specified in Section 1.1.1 of this RFQ for submission deadline of the SOQ package. The electronic files shall not be password protected and shall be capable of being copied to other media including readable in Microsoft Word and/or Microsoft Excel. Timely submission of the SOQ is the responsibility of the Offeror. Any SOQ received after the specified time shall be rejected and maintained in the procurement file. The envelope or package shall be labeled with the RFx Number: RFx3140004158 MDEQ-RFQ04162025. The time and date of receipt shall be indicated on the envelope or package by the Mississippi Department of Environmental Quality (“MDEQ”). The SOQ and all attachments shall be identified with the name of the Offeror where applicable. Modifications or additions to any portion of the procurement document may be cause for rejection of the SOQ. MDEQ reserves the right to decide, on a case-by-case basis, whether to reject a SOQ with modifications or additions as non-responsive. As a precondition to SOQ acceptance, MDEQ may request the Offeror to withdraw or modify those portions of the SOQ deemed nonresponsive that do not affect quality, quantity, price, or delivery of the service.

Submissions must be clearly labeled as follows on the **exterior** of the package:

Mississippi Department of Environmental Quality
SEALED QUALIFICATION – DO NOT OPEN
RFx3140004158 MDEQ-RFQ04162025
Attention: Ms. Aveleka Moore
515 East Amite Street
Jackson, MS 39201

The Mississippi Department of Environmental Quality (“MDEQ”) will receive SOQ from Offerors having specific experience and qualifications in the area(s) identified in this solicitation. For consideration, the SOQ for the project must contain evidence of the Offeror’s experience and abilities in the specified area(s) and other disciplines directly related to the proposed service. Other information required by MDEQ is included herein. Unless otherwise stated, all Offerors shall provide profiles and resumes of the primary staff to be assigned to the project, references, illustrative examples of similar work performed, and any other information that clearly demonstrates the Offeror’s expertise in the area(s) of this solicitation.

The SOQ shall be specific and sufficiently detailed to satisfy the requirements set forth in this solicitation. MDEQ will make awards to the Offerors whose SOQ, in the opinion of MDEQ, best conforms to this solicitation and is most advantageous to the State of Mississippi and MDEQ.

1.1.1. Timeline

- **Request for Qualifications (RFQ) Issue Date: Wednesday, April 16, 2025**
- **Questions/Clarification Requests to MDEQ Deadline: Wednesday, April 30, 2025, at 8:30 a.m.**
- **Anticipated Posting of Responses to Questions/Clarification Requests: Thursday, May 8, 2025**
- **Statement of Qualifications (SOQ) Submission Deadline: Thursday, May 29, 2025, at 3:30 p.m.**
- **SOQ Package Opening: Friday, May 30, 2025**
- **Anticipated Notice of Intent to Award: Thursday, June 19, 2025**
- **Anticipated Post-Award Debriefing Request Deadline: Tuesday, June 24, 2025, at 8:30 a.m.**
- **Post-Award Debriefing Held by Date: Thursday, June 26, 2025**

All times and deadlines provided in this RFQ are in Central Standard Time (“CST”).

1.1.2. Late Submissions

All SOQ must be received by MDEQ no later than the time and date specified in Section 1.1.1 of this RFQ for the SOQ Package submission deadline. A SOQ received at the place designated in the solicitation for receipt after the exact time specified for receipt will not be considered unless it is the only SOQ received. SOQ submitted via facsimile (fax) machine **will not** be accepted. It is suggested that if a SOQ is mailed to MDEQ, it should be posted in certified mail with a return receipt requested. MDEQ will not be responsible for mail delays or lost mail. All risk of late arrival due to unanticipated delay – whether delivered by hand, U.S. Postal Service, courier or other delivery service or method – is entirely on the Offeror. All Offerors are urged to take the possibility of delay into account when submitting a SOQ.

Timely submission of the SOQ package is the responsibility of the Offeror. A SOQ received after the specified time will be rejected and maintained unopened in the procurement file. A SOQ received at the place designated in the solicitation for receipt of the SOQ after the exact time specified for receipt will not be considered unless it has been determined by MDEQ that the late receipt was due solely to mishandling by MDEQ after receipt at the specified address.

The time and date of receipt will be indicated on the sealed SOQ envelope or package by MDEQ staff. The only acceptable evidence to establish the time of receipt at MDEQ identified for SOQ opening is the time and date stamp of MDEQ on the SOQ wrapper or other documentary evidence of receipt used by MDEQ.

1.2 Expenses Incurred in the Procurement Process

MDEQ accepts no responsibility for any expense incurred by the Offeror in the preparation and presentation of a SOQ. All parties participating in the procurement process with regard to this solicitation shall bear their own costs of participation, pursuant to Section 1.4.4 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

1.3 Propriety Information

The Offeror should mark any and all pages of the SOQ considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated §§ 25-61-9 and 79-23-1 (1972, as amended). Any pages not marked accordingly will be subject to review by the general public after award of the contract. Requests to review the proprietary information will be handled in accordance with applicable legal procedures.

1.4 Registration with the Mississippi Secretary of State

By submitting a SOQ, the Offeror certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State. Sole proprietors are not required to register with the Mississippi Secretary of State.

1.5 Registration with the System for Award Management

The Offeror certifies that it has a Unique Entity Id (“UEI”) with the System for Award Management at www.SAM.gov.

1.6 Exclusion or Debarment

By submitting a SOQ in response to the RFQ, the Offeror certifies that it is not currently excluded or debarred from future contract awards by any political subdivision or agency of any state, federal, local, or county government. The Offeror further certifies that it is not an agent of any such person or entity.

The Offeror certifies that it has not, in the five-year period preceding its offer, been convicted of or had a civil judgment rendered against it for commission of a fraud or criminal offense in connection with obtaining, attempting to obtain, or performance of a public contract; violation of antitrust laws; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. The Offeror certifies that it is not presently indicted or otherwise criminally or civilly charged with the commission of any of the acts listed herein.

The Offeror certifies that, within the past five years, it has not had a contract with a governmental entity terminated due to the Offeror’s failure to perform, default, or any other action or inaction by the Offeror.

1.7 Competitive Qualifications

Discussions may be conducted with Offerors who submit SOQ determined to be reasonably susceptible of being selected for award. Likewise, MDEQ also reserves the right to accept any SOQ as submitted for contract award, without substantive negotiation of proposed terms, services, or prices. For these reasons, all parties are advised to propose their most favorable terms initially.

1.8 Contact and Questions/Requests for Clarification

Offerors must carefully review this solicitation and all attachments for defects, questionable, or objectionable material. Following review, Offerors may have questions to clarify or interpret the RFQ in order to submit the best SOQ possible. To accommodate the questions and requests for clarifications, Offerors shall submit any such question(s) via email by the deadline specified in Section 1.1.1 of this RFQ. At no time shall any Offeror or its personnel contact, or attempt to contact, any MDEQ staff regarding this RFQ except the RFQ Coordinator, Ms. Aveleka Moore.

All Offeror communication, questions, and requests for clarification regarding this RFQ must be submitted in writing to MDEQ’s RFQ Coordinator, Ms. Aveleka Moore at amoore@mdeq.ms.gov by the deadline specified in Section 1.1.1 of this RFQ. Unauthorized contact regarding the RFQ with other employees of MDEQ may result in the Offeror being disqualified, and the Offeror may also be suspended or disbarred from the State. No negotiations, decisions, or actions shall be initiated by any Offeror as a result of any verbal discussion with any State or MDEQ representative.

MDEQ will not be bound by any verbal or written information that is not contained within this RFQ unless formally noticed and issued by the RFQ Coordinator as an RFQ amendment. Offerors are cautioned that any statements made by contact persons that cause a material change to any portion of the RFQ document shall not be relied upon unless subsequently ratified by a formal written amendment to the RFQ document.

All questions and requests for clarification must be submitted by the deadline specified in Section 1.1.1 of this RFQ and made in writing. Questions and requests for clarification submitted after this date will not be considered. Official responses will be provided only for questions submitted and only to clarify information already included in the RFQ. Offerors shall provide an email address for MDEQ to direct the consolidated “question and answer” document, which will be issued as an Amendment. The identity of the organization submitting the question(s) or request(s) for clarification will not be revealed.

Should MDEQ issue any amendments, they will be provided in writing and transmitted via email to all prospective Offerors who are known to have requested a copy of the RFQ package and will also be published on MDEQ’s website and on the Mississippi Contract/Procurement Opportunity Search portal website. Only amendments transmitted in this manner will be considered official and valid by MDEQ.

1.9 Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment issued to the RFQ by signing and returning the amendment with their SOQ submittal. The acknowledgement must be received by MDEQ by the deadline specified in Section 1.1.1 of this RFQ for receipt of SOQ. It is the Offeror’s sole responsibility to monitor the websites for any updates or amendments to the RFQ.

1.10 Type of Contract

This is a competitive sealed bid contract.

1.11 Written Statement of Qualifications

All Statements of Qualifications shall be in writing.

SECTION 2

2.1 Compensation for Services

The compensation for services requested under this RFQ will be in the form of a firm fixed-price agreement.

2.2 Purpose

The Mississippi Department of Environmental Quality (“MDEQ”) hereby solicits written Statements of Qualifications, subject to the conditions stated herein and attached hereto, from qualified organizations, companies or individuals to perform professional video production services to support MDEQ’s communication and outreach efforts. These services will be used to create content for various initiatives, including public service announcements, educational campaigns, social media content, and virtual classroom programs. MDEQ is not obligated to assign any specific funding to the Contractor. The Contractor shall maintain the minimum requirements for the duration of the Contract.

2.3 Scope of Work

MDEQ will make award to the selected Offeror whose SOQ conforms to this solicitation and are most advantageous to MDEQ based on the following factors:

A. Videography and Cinematography

Capturing high-quality video content, including the use of drones for aerial footage. Scriptwriting and Storytelling: Developing engaging scripts and narratives that align with MDEQ's mission of environmental protection and public education.

B. Editing and Post-Production

Editing video and audio, creating graphics, and producing polished final products suitable for distribution across multiple platforms. Graphics and Visual Effects: Integrating custom graphics and effects to enhance the overall production quality.

C. Project Management

Coordinating with MDEQ staff to ensure all content is delivered on time and meets the desired objectives. This solicitation will focus on contractors who can demonstrate proficiency in all aspects of video production, from concept development to final product delivery. The contractor must have relevant experience in environmental or public service storytelling, possess the necessary equipment (including drones) and showcase a proven ability to deliver high-quality content that effectively communicates MDEQ's messaging.

2.4 Term

The term of the contract shall be for a period of four (4) years with an option to renew for one (1) year, upon written agreement of both parties, and under the same prices, terms, and conditions as in the original contract subject to approval by the Public Procurement Review Board ("PPRB") and/or the MS Department of Finance and Administration Office of Personal Service Contract Review ("OPSCR"). The total contract term, including any renewals, shall not exceed a maximum total of five (5) years.

2.4.1 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.

2.4.1.1 Requirements

- a) Four (4) years of service with an option to renew for one (1) year.
- b) A unit price shall be given for each service, and that unit price shall be the same throughout the contract.
- c) A multi-term contract will be canceled if funds are not appropriated or otherwise made available to support the continuation of performance in any fiscal period succeeding the first; however, this does not affect either the State's right or the contractor's rights under any termination clause in the contract.
- d) 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

Prior to Contract performance, the Offeror shall provide and maintain sufficient insurance coverage during the period of performance of the Contract, from an insurance carrier(s) licensed or holding a Certificate of Authority from the Mississippi Department of Insurance, as required by applicable state and federal law related to the work of the Contract and in connection with the Contract. This will include, but is not limited to the following:

- A. The Contractor represents that it will maintain Worker's Compensation Insurance as prescribed by law which shall inure to the benefit of the CONTRACTOR's personnel, as well as comprehensive General Liability in an amount no less than \$1,000,000.00 combined single limit and Employee Fidelity Bond Insurance in an amount no less than \$1,000,000.00. The CONTRACTOR shall comply with applicable federal, state and local laws and regulations.

Upon execution of the Contract, Contractor shall promptly furnish MDEQ with a certificate of insurance showing the Contractor compliance with the insurance provisions of this paragraph. While Contractor shall provide MDEQ with a certificate of insurance as set forth in this paragraph, the failure to do so, or the failure of the insurance provided to conform to the Agreement, does not constitute waiver or estoppels as to MDEQ of their respective legal and equitable rights, including but not limited to, the right to enforce the terms of the Contract. These contractual insurance provisions are intended to be, and shall be interpreted to be, separate and independent contractual obligations from the provisions addressing the indemnity of MDEQ by Contractor.

3.1.1 Subcontractor Insurance

The Contractor is responsible for ensuring that any subcontractor(s) provide adequate insurance and/or bond coverage for the activities arising out of subcontracts.

SECTION 4

4.1 Submission Format

The Offeror will be limited to no more than forty (40) pages, front and back, in their SOQ submittal. Exceptions made to the above page limitations are described in Section 4.2 of this RFQ.

Paper size shall be 8 1/2 x 11. Typeface shall not be smaller than a font size of 10. Any information contained on pages that exceed the page limit will not be evaluated.

The Offeror must submit one (1) original and one (1) digital copy of the SOQ in PDF format on a USB flash drive of the SOQ to MDEQ on or before the specified time and date as stated in Section 1.1.1 of this RFQ. The original and digital copy must be signed by an authorized representative of the Offeror.

4.2 Written Statement of Qualifications Must Contain the Following Minimum Information

Offerors shall provide, at a minimum, all of the following information requested in this Section in their SOQ submittal package.

- A. If a front cover, back cover, and/or transmittal letter are submitted, they are not included in the forty (40) page limit.
- B. A completed and signed Attachment A, Offeror Information Sheet. These pages are not included in the forty (40) page limit.
- C. A completed and signed Attachment B, Certifications and Assurances. This page is not included in the forty (40) page limit.
- D. Acknowledgment of Amendment(s). Offerors shall acknowledge receipt of any amendment issued to the RFQ by signing and returning the amendment with their SOQ submittal. The acknowledgement must be received by MDEQ by the deadline specified in Section 1.1.1 of this RFQ for receipt of SOQ. It is the Offeror's sole responsibility to monitor the websites for any updates or amendments to the RFQ. This information will not be counted towards the forty (40) page limit.
- E. The qualifications, including resumes, licenses, certifications, education, skills, and experience of all persons who would be assigned to provide the required services. These pages are not included in the forty (40) page limit.
- F. The Offeror shall submit a written narrative (750 words or less) describing their creative approach to a project and how they would add unique value or innovate for MDEQ's video projects.

- G. The Offeror shall submit links to, or digital copies of, at least three (3) relevant video projects completed in the last five years. Each sample should include:
- A brief description of the project (objectives, target audience, and results).
 - The Offeror's role in the project (e.g., full production, editing only, etc.).
- H. The SOQ shall include the use of innovative technology:
- A description of the equipment, software, and techniques (e.g., drone videography, advanced editing software) you have available to utilize.
 - Demonstration of experience using up to three of these technologies through examples.
- I. The SOQ shall include experience and expertise:
- A portfolio of projects that showcase high-quality video production, ideally in the field of science, engineering or the environment.
 - A summary of relevant experience for key team members (e.g., resumes).
 - List of any relevant industry certifications (e.g., Adobe Certified Professional, FAA drone certification for videography).
- J. The Offeror must submit a detailed Proposal for Price for the items listed in Section 2.3 of this RFQ and a breakdown of fees, including hourly rates, equipment fees, and post-production costs, to include:
- **Pre-Production Costs:** Planning, scriptwriting, location scouting, storyboarding, etc.
 - **Production Costs:** Videography (including equipment, crew, and shooting days), drone usage, and on-site logistics.
 - **Post-Production Costs:** Editing, sound design, color grading, graphics, and revisions.
 - **Miscellaneous Costs:** Licensing fees, Charge for general meetings, and/or other applicable charges.
- K. The Offeror must submit documentation of their team and resources:
- A list of key team members, their roles, and relevant qualifications (resumes or bios).
 - A description of in-house resources (e.g., cameras, drones, editing suites).
 - Describe the utilization of any external vendors or sub-contractors, if applicable. Specific vendor names are not required.
 - Describe any limitations of availability, if relevant.

Offerors that do not comply with these minimum requirements and/or do not satisfactorily document in the SOQ that they meet the minimum requirements will not be considered.

4.3 Minimum Qualifications

The Offerors will be evaluated based on requirements set forth in RFX3140004158 MDEQ-RFQ04162025. Those criteria that will affect the SOQ and be considered in evaluation for award shall be objectively measurable where possible. This RFQ sets forth the evaluation criteria to be used. No criteria will be used in an evaluation that is not set in this RFQ. Only respondents who are found responsive and responsible will have their SOQ considered.

MDEQ will receive SOQs from Offerors who have specific experience and qualifications in the area identified in this solicitation. For consideration, SOQ for the project must contain evidence of the Offeror's experience and abilities in the specified area and other disciplines directly related to the proposed service. Other information required by MDEQ is included herein.

The SOQ shall be specific and sufficiently detailed to satisfy the requirements set forth in this solicitation. A selection committee shall review and evaluate the SOQ.

4.3.1 Responsive Offeror

The Offeror must submit an SOQ, which conforms in all material respect to this Request for Qualifications, RFX3140004158 MDEQ-RFQ04162025, as determined by MDEQ.

4.3.2 Responsible Offeror

The Offeror must have capability in all respects to perform fully the contract requirements and the integrity and reliability, which will ensure good faith performance, as determined by MDEQ.

4.4 Nonconforming Terms and Conditions

A Statement of Qualifications that includes terms and conditions that do not conform to the terms and conditions in the Request for Qualifications is subject to rejection as non-responsive. MDEQ reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its Statement of Qualifications prior to a determination by MDEQ of non-responsiveness.

4.5 Conditioning Statement of Qualifications Upon Other Awards

Any Statement of Qualifications 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.

4.6 Evaluation Procedure and Factors to be Considered in the Evaluation Process

4.6.1 Evaluation Procedure

SOQs that are deemed satisfactorily responsive pursuant to Section 4.3.1 of this RFQ will be reviewed and evaluated by the Evaluation Committee in accordance with the below described process.

MDEQ may make reasonable investigations deemed necessary and proper to determine the ability of the Offeror to perform the work. The Offeror shall furnish to MDEQ all information for this purpose that may be requested.

MDEQ reserves the right to reject any offer if the evidence submitted by, or investigation of, the Offeror fails to satisfy MDEQ that the Offeror is properly qualified to carry out the obligations of the contract and to complete the work described therein.

4.6.2 Evaluation Factors

The following are the Evaluation Factors to be evaluated by the Evaluation Committee in accordance with Section 4.6.1 of this RFQ, described above.

***Technical factors – 35%**

- 1) Evaluation of the contractor's ability to demonstrate a clear understanding of MDEQ's objectives and how they plan to approach the creative and technical aspects of the project. This includes: Storytelling ability and alignment with MDEQ's messaging. **10%**
- 2) Proposed use of innovative technology and techniques (e.g., drone videography, advanced editing). **10%**
- 3) Experience and Expertise: The contractor's track record in producing high-quality video content, particularly in similar projects, and their ability to handle all aspects of video production (pre-production, shooting, editing, post-production). **15%**

***Cost factors – 35%**

***Management factors – 30%**

- 1) Project management and scheduling: Evaluation of the Offeror's ability to manage the project timeline, including communication and collaboration with MDEQ staff, and meet deadlines. **10%**
- 2) Past Performance and Reliability: The contractor's history of delivering projects on time, within budget, and meeting the desired outcomes. Consideration of references and previous work with similar clients. **10%**
- 3) Team and resources: Availability of necessary in-house resources, including equipment (such as drones) and personnel, to complete the project. **10%**

4.7 Award

MDEQ intends to award one (1) Contract to the highest scoring Offeror whose SOQ meets the requirements and criteria set forth in this RFQ.

4.7.1 Notification

The award for this procurement will be posted on the Mississippi Contract/Procurement Opportunity Search Portal website and the MDEQ website. All participating Offerors will be notified of MDEQ's intent to award a Contract. In addition, MDEQ will identify the selected Offeror. The Notice of Intent to award is also made available to the public.

SECTION 5

5.1 Post-Award Vendor Debriefing

An Offeror, 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 RFQ Coordinator no later than the deadline specified in Section 1.1.1 of this RFQ. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing must occur no later than the deadline specified in Section 1.1.1 of this RFQ. If the Offeror prefers to have legal representation present, the Offeror must notify MDEQ in writing and identify its attorney by name, address, and telephone number. MDEQ will schedule and/or suspend and reschedule the meeting at a time when legal counsel can be present.

Unless good cause exists for delay, the debriefing shall occur no later than the deadline specified in Section 1.1.1 of this RFQ and may be conducted during a face-to-face meeting, by telephonic or video conference, or by any other method acceptable to MDEQ. The Chief Procurement Officer or designee should chair the meeting, and where practicable, include other staff with direct knowledge of the procurement.

At a minimum, the debriefing information shall include the following:

- (1) MDEQ's evaluation of significant weaknesses or deficiencies in the Offeror's SOQ, if applicable;
- (2) A summary of the rationale for award; and
- (3) Reasonable responses to relevant questions about selection procedures contained in the solicitation, applicable regulations, and other applicable authorities that were followed.

The debriefing shall not include point-by-point comparisons of the debriefed Offeror's SOQ with any other response to the solicitation.

5.2 Standard Contract Terms and Conditions

Any Contract entered into between MDEQ, and an Offeror shall include the clauses found in **Attachment C**.

5.3 Mississippi Contract/Procurement Opportunity Search Portal

This RFQ, any Amendments, and the Notice of Intent to Award will be posted on the MDEQ website and on the Mississippi Contract/Procurement Opportunity Search Portal website.

5.4 Attachments

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

Attachment A – Offeror Information Sheet

Attachment B – Certifications and Assurances

Attachment C – Standard Contract Terms and Conditions

Attachment A

Offeror Information Sheet

As part of the Offeror's SOQ, this Attachment must be completed and signed by the company's authorized representative.

Offeror's Company Name:	
Unique Entity ID ("UEI"):	
Principal point of contact:	
Contact's Email Address:	
Contact's Telephone Number:	
Address of Offeror's Principal Place of Business:	
If different, the place of performance of the proposed contract:	
Age of the Company:	
Average number of employees over the last three (3) years:	

Selected Offerors must maintain a list of other clients for review by MDEQ and identify any potential conflicts of interest due to previous work or that may arise during the contract duration. Offerors must provide a list of current or previous clients upon request.

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 the Request for Qualifications, RFX3140004158 MDEQ-RFQ04162025, and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Request for Qualifications, RFX3140004158 MDEQ-RFQ04162025, and attachments herein;
3. That the company agrees to all provisions of this Request for Qualifications, RFX3140004158 MDEQ-RFQ04162025, and the attachments herein;
4. 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 Request for Qualifications.

Printed Name:

Signature:

Title:

Date:

Attachment B

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the SOQ 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).

- 1. NON-DEBARMENT:** By submitting a SOQ, the Offeror certifies that it is not currently debarred from submitting SOQ for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting SOQ for contracts issued by any political subdivision or agency of the State of Mississippi.
- 2. OFFEROR'S REPRESENTATION REGARDING CONTINGENT FEES:** By responding to the solicitation, the Offeror represents that it *has/has not* retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the Offeror cannot make such a representation, a full and complete explanation shall be submitted in writing Offeror's response.
- 3. REPRESENTATION REGARDING GRATUITIES:** The Offeror represents that it *has/has not, is/is not, and will/will not* offer, give, or agree to give any employee or former employee of MDEQ a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. The Offeror further represents that no employee or former employee of MDEQ has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by the Offeror. The Offeror further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.
- 4. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submitting a qualification, the Offeror certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.

Offeror Name: _____

Printed Name of Representative: _____

Signature: _____

Title: _____

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 form may result in the SOQ being rejected as non-responsive. *Modifications or additions to any portion of this document may be cause for rejection of the SOQ.*

Attachment C

Standard Contract Terms and Condition

1. Acknowledgment of Amendments

The Offerors shall acknowledge receipt of any amendment to the RFQ in writing. The acknowledgement shall be signed and submitted with the SOQ. The acknowledgement must be received by MDEQ by the time and at the place specified for receipt of SOQ.

2. 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 Mississippi.

3. Approval

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

4. Availability of Funds

It is expressly understood and agreed that the obligation of MDEQ to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of the funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source, MDEQ shall have the right upon ten (10) business days written notice to the Contractor, to terminate this agreement without damage, penalty, cost or expenses to MDEQ of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

5. Certification of Independent Price Determination

By submitting a qualification, the Offeror certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.

6. Compliance with Equal Opportunity in Employment Policy

The Contractor understands that MDEQ 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 the Contractor agrees during the term of the agreement that the Contractor will strictly adhere to this policy in its employment practices and provision of services.

7. Compliance with Laws

The Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

8. Contract Rights

Contract rights do not vest in any party until a contract is legally executed. MDEQ is under no obligation to award a contract following issuance of this solicitation.

9. Contractor's Representation Regarding Contingent Fees

By executing the Contract, the Contractor represents that it has not retained any person or agency on a percentage, commission, or contingent arrangement to secure this Contract. If the Contractor cannot make such representation, a full and complete explanation shall be submitted in writing to MDEQ prior to contract execution.

10. Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original but all of which together shall be deemed to be one and the same agreement. A signed copy of this Contract delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Contract.

11. E-Payment

The Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. MDEQ agrees to make payment in accordance with Mississippi "Timely Payments for Purchases by Public Bodies" laws, which generally provide for payment of undisputed amounts by MDEQ within forty-five (45) calendar days of receipt of invoice. Mississippi Code Annotated § 31-7-301, *et seq.*

12. E-Verification

If applicable, the Contractor represents and warrants that it will ensure its compliance with the *Mississippi Employment Protection Act* and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3. The Contractor agrees to provide a copy of each verification upon request of MDEQ subject to approval by any agencies of the United States Government. The 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 the Contractor to the following:

- (1) termination of this Contract and exclusion pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*;

- (2) the loss of any license, permit, certification, or other document granted to the Contractor by an agency, department, or governmental entity for the right to do business in Mississippi; or
- (3) both. In the event of such termination, the Contractor would also be liable for any additional costs incurred by MDEQ due to Contract cancellation or loss of license or permit to do business in the State.

13. Expenses Incurred in the Procurement Process

All parties participating in the procurement process with regard to this solicitation shall bear their own costs of participation, pursuant to Section 1.4.4 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

14. Minor Informalities and Irregularities

MDEQ has the right to waive minor defects or variations of a qualification from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance of the services being procured and if doing so does not create an unfair advantage for any Offeror. If insufficient information is submitted by an Offeror for MDEQ to properly evaluate the offer, MDEQ has the right to require such additional information as it may deem necessary after the submission deadline, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured and such a request does not create an unfair advantage for any Offeror. *(Information requested may include, for example, a copy of business or professional licenses, or a work schedule.)*

15. Paymode

Payments by MDEQ using the State's accounting system shall be made and remittance information provided electronically as directed by the State and deposited into the bank account of the Contractor's choice. MDEQ, may, at its sole discretion, require the Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. The Contractor understands and agrees that the State is exempt from the payment of Mississippi taxes. All payments shall be in United States currency.

16. Procurement Regulations

This Contract shall be governed by the applicable provisions of the *Public Procurement Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available on the Mississippi Department of Finance and Administration's website (www.dfa.ms.gov). Any Offeror responding to a solicitation for personal and professional services and any contractor doing business with a state Agency is deemed to be on notice of all requirements therein.

17. Property Rights

Property rights do not inure to any Offeror until such time as services have been provided under a legally executed contract. No party responding to this RFQ has a legitimate claim of entitlement to be awarded a contract or to the provision of work thereunder. MDEQ is under no obligation to award a contract and may terminate a legally executed contract at any time.

18. Representation Regarding Gratuities

The Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MDEQ a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. The Contractor further represents that no employee or former employee of MDEQ has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by the Contractor. The Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

19. Required Public Records and Transparency

Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall 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 pursuant to Mississippi Code Annotated § 25-61-9(7). The contract shall be posted publicly on www.transparency.ms.gov and shall be available at MDEQ for examination, inspection, or reproduction by the public. The Contractor acknowledges and agrees that MDEQ and this Contract are subject to the Mississippi Public Records Act of 1983 codified at Mississippi Code Annotated §§ 25-61-1, et seq. and its exceptions, Mississippi Code Annotated § 79-23-1, and the Mississippi Accountability and Transparency Act of 2008, codified at Mississippi Code Annotated §§ 27-104-151, et seq.

20. Stop Work Order

MDEQ may, by written order to the Contractor at any time, require the Contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by MDEQ. Upon receipt of such an order, the Contractor shall forthwith comply with its terms and take all reasonable steps to minimize any further cost to MDEQ. Upon expiration of the stop work order, Contractor shall resume providing the services which were subject to the stop work order, unless MDEQ has terminated that part of the agreement or terminated the agreement in its entirety. MDEQ is not liable for payment for services which were not rendered due to the stop work order.

21. Termination

Termination for Convenience. MDEQ may, when the interests of MDEQ so require, terminate this contract in whole or in part, for the convenience of MDEQ. MDEQ shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective. 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 complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

Termination for Default. If MDEQ gives the Contractor a notice that the personal or professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, MDEQ may terminate the contract for

default and the Contractor will be liable for the additional cost to MDEQ to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.

22. 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.

23. Antitrust

By entering into this Contract, the Contractor conveys, sells, assigns, and transfers to MDEQ all rights, titles, and interest it may now have, or hereafter acquire, under the antitrust laws of the United States and the State that relate to the services purchased or acquired by MDEQ under this Contract.

24. Attorney's Fees and Expenses

In the event the Contractor defaults on any obligations under this Contract, the Contractor shall pay to MDEQ all costs and expenses, without limitation, incurred by MDEQ in enforcing this Contract or reasonably related to enforcing this Agreement. This includes but is not limited to investigative fees, court costs, and attorneys' fees. Under no circumstances shall MDEQ be obligated to pay attorneys' fees or legal costs to Contractor.

25. Authority to Contract

The 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 Contract.

26. Change in Scope of Work

MDEQ may order changes in the services consisting of additions, deletions, or other revisions within the general scope of the Contract. No claims may be made by the Contractor that the scope of the Project or of Contractor's services has been changed, requiring changes to the amount of compensation to the Contractor or other adjustments to the Contract, unless such changes or adjustments have been made by written amendment to the Contract signed by MDEQ and the Contractor.

If the Contractor believes that any particular work is not within the scope of the Project, is a material change, or will otherwise require more compensation to the Contractor, the Contractor must immediately notify MDEQ in writing of this belief. If MDEQ believes that the particular work is within the scope of the Contract as written, the Contractor will be ordered to and shall continue with the work as changed and at the cost stated for the services within the Contract.

27. Claims based on Chief Procurement Officer's Actions or Omissions

A. *Notice of Claim.* If any action or omission on the part of a Chief Procurement Officer or designee of such officer requiring performance changes within the scope of the Contract constitutes the basis for a claim by the Contractor for additional compensation, damages, or an extension of time for completion, the Contractor shall continue with performance of the Contract in compliance with the directions or orders of such officials, but by so doing, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion, provided:

- (1) The Contractor shall have given written notice to the Chief Procurement Officer or designee of such officer:
 - (i) prior to the commencement of the work involved, if at that time the Contractor knows of the occurrence of such action or omission;
 - (ii) within 30 days after the Contractor knows of the occurrence of such action or omission, if the Contractor did not have such knowledge prior to the commencement of the work; or,
 - (iii) within such further time as may be allowed by the Chief Procurement Officer in writing.

This notice required shall state that the Contractor regards the act or omission as a reason which may entitle the Contractor to additional compensation, damages, or an extension of time; and the procurement officer or designee of such officer, upon receipt of such notice, may rescind such action, remedy such omission, or take such other steps as may be deemed advisable in the discretion of the Chief Procurement Officer or designee of such officer;

- (2) The notice required by subparagraph (1) of this paragraph describes, as clearly as practicable at the time, the reasons why the Contractor believes that additional compensation, damages, or an extension of time may be remedies to which the Contractor is entitled; and,
 - (3) The Contractor maintains and, upon request, makes available to the Chief Procurement Officer within a reasonable time, detailed records to the extent practicable, of the claimed additional costs or basis for an extension of time in connection with such changes.
- B. *Limitation of Clause.* Nothing contained herein shall excuse the Contractor from compliance with any rules of law precluding state officers and the Contractors from acting in collusion or bad faith in issuing or performing change orders which are clearly not within the scope of the Contract.

28. Confidential Information

“Confidential Information” shall mean: (a) those materials, documents, data, and other information, which the Contractor has designated in writing as proprietary and confidential; and (b) all data and information, which the Contractor acquires as a result of its contact with, and efforts on behalf of the customer and any other information designated in writing as confidential by the State. Each party to this Contract agrees to the following:

- (1) to protect all confidential information provided by one party to the other;
- (2) to treat all such confidential information as confidential to the extent that confidential treatment is allowed under state and/or federal law; and,
- (3) except as otherwise required by law, not to publish or disclose such information to any third party without the other party’s written permission; and
- (4) to do so by using those methods and procedures normally used to protect the party’s own confidential information.

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

29. Confidentiality

MDEQ is a public agency of the State of Mississippi and is subject to the *Mississippi Public Records Act of 1983*. Mississippi Code Annotated §§ 25-61-1, *et seq.* If a public records request is made for any information provided to MDEQ by the Contractor, MDEQ shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information – unless Contractor has previously indicated the information is not a trade secret or confidential commercial and financial information. MDEQ shall not be liable to the Contractor for disclosure of information required by court order or required by law.

30. Conflict of Interest

The Contractor shall immediately notify MDEQ in writing of any interests (financial, contractual, organizational, or otherwise) relating to the services to be performed under this Contract that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) with respect to the U.S. Department of the Treasury, RESTORE Council, MDEQ, or the Project that would impinge on the Contractor’s ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest. The Contractor further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to MDEQ’s satisfaction, such conflict of interest (or apparent conflict of interest). If such conflict cannot be resolved to MDEQ’s satisfaction, MDEQ reserves the right to terminate this Contract per the Termination clause of this Contract.

31. Contract Assignment and Subcontracting

The Contractor acknowledges that it was selected by MDEQ to perform the services required hereunder based, in part, upon the Contractor's special skills and expertise. The Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of MDEQ, which may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of the Contractor's obligations hereunder without consent of MDEQ shall be null and void. Approval of a subcontract by MDEQ shall not be deemed to be approval of the incurrence of any additional obligation of MDEQ. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that MDEQ may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

32. Contractor Personnel

MDEQ shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the Contractor. If MDEQ reasonably rejects staff or subcontractors, the Contractor must provide replacement staff or subcontractors satisfactory to MDEQ in a timely manner and at no additional cost to MDEQ. The day-to-day supervision and control of the Contractor's employees and subcontractors is the sole responsibility of the Contractor.

33. Disputes

Before pleading to any judicial system at any level, the Contractor must exhaust all administrative remedies. A written complaint must first be sent to the Executive Director of MDEQ. The decision of the Executive Director shall be reduced to writing and a copy thereof mailed or furnished to the Contractor. Pending non-resolution of the complaint at this point, successive administrative remedies will include bringing the complaint before the Mississippi Commission on Environmental Quality pursuant to Mississippi Code Annotated Section 49-17-35 (Rev. 2012), with appeals from the Commission's decision following procedures as outlined in Mississippi Code Annotated Section 49-17-41 (Rev. 2012).

34. Entire Agreement

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 MDEQ and the Contractor. The 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 MDEQ on the basis of draftsmanship or preparation hereof.

35. Exceptions to Solicitation

Offerors taking exception to any part of the solicitation shall clearly indicate such exceptions in its offer. Failure to indicate any exception will be interpreted as the Offeror's intent to comply fully with the requirements as written. Conditional or qualified offers, unless specifically allowed, shall be subject to rejection in whole or in part.

36. Exclusion or Debarment

By submitting a qualification in response to the RFQ the Offeror certifies that it is not currently excluded or debarred from future contract awards by any political subdivision or agency of any state, federal, local, or county government. The Offeror further certifies that it is not an agent of any such person or entity.

The Offeror certifies that it has not, in the five-year period preceding its offer, been convicted of or had a civil judgment rendered against it for commission of a fraud or criminal offense in connection with obtaining, attempting to obtain, or performance of a public contract; violation of antitrust laws; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. The Offeror certifies that it is not presently indicted or otherwise criminally or civilly charged with the commission of any of the acts listed herein.

The Offeror certifies that, within the past five years, it has not had a contract with a governmental entity terminated due to the Offeror's failure to perform, default, or any other action or inaction by the Offeror.

37. Failure to Deliver

In the event of failure of the Contractor to deliver services in accordance with the contract terms and conditions, MDEQ, 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 MDEQ may have.

38. Failure to Enforce does not constitute waiver

Failure by MDEQ 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 MDEQ to enforce any provision at any time in accordance with its terms.

39. 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, the Contractor shall execute and deliver to MDEQ a release of all claims against the State arising under, or by virtue of, the contract, except claims which are specifically exempted by the 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 the Contractor under this contract.

40. Force Majeure

Each party shall be temporarily 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 MDEQ in writing at its earliest reasonable opportunity of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. All parties shall make reasonable efforts to minimize the impact of the force majeure event on contract performance. MDEQ may exercise any rights it has under the contract which are available when neither party is in default.

41. Headings

The headings in this Contract are for reference only and shall not affect the interpretation of this Contract.

42. HIPAA Compliance

The 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.

43. Indemnification

To the fullest extent allowed by law, the Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate MDEQ 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 attorneys' fees, arising out of or caused by the negligence or willful misconduct of the Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement.

In MDEQ's sole discretion, upon approval of the Office of the Mississippi Attorney General and MDEQ, the Contractor may be allowed to control the defense of any such claim, suit, etc. In the event the Contractor defends said claim, suit, etc., the Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General and MDEQ. The Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and MDEQ shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the concurrence of the Office of the Mississippi Attorney General and MDEQ, which shall not be unreasonably withheld.

44. Independent Contractor Status

The Contractor shall, at all times, be regarded as, shall be legally considered an independent contractor, and shall at no time act as an agent for MDEQ. Nothing contained herein shall be deemed or construed by MDEQ, the 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 MDEQ and the Contractor. Neither the method of computation of fees or other

charges, nor any other provision contained herein, nor any acts of MDEQ or the Contractor hereunder creates or shall be deemed to create a relationship other than the independent relationship of MDEQ and the Contractor.

The Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of MDEQ. Neither the Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of MDEQ, and MDEQ shall be at no time legally responsible for any negligence or other wrongdoing by the Contractor, its servants, agents, or employees.

MDEQ shall not withhold from the contract payments to the Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor. Further, MDEQ shall not provide to the Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by MDEQ for its employees.

45. Infringement Indemnification

The Contractor warrants that the materials and deliverables provided to MDEQ under this Contract, and their use by MDEQ, will not infringe or constitute an infringement of any copyright, patent, trademark, or other proprietary right. Should any such items become the subject of an infringement claim or suit, the Contractor shall defend the infringement action and/or obtain for MDEQ the right to continue using such items. Should the Contractor fail to obtain for MDEQ the right to use such items, the Contractor shall suitably modify them to make them non-infringing or substitute equivalent software or other items at the Contractor's expense.

In the event the above remedial measures cannot possibly be accomplished, and only in that event, the Contractor may require MDEQ to discontinue using such items, in which case Contractor will refund to the customer the fees previously paid by MDEQ for the items the customer may no longer use and shall compensate MDEQ for the lost value of the infringing part to the phase in which it was used up to and including the Contract price for said phase. Said refund shall be paid within ten (10) working days of notice to MDEQ to discontinue said use.

Scope of Indemnification: Provided that MDEQ promptly notifies the Contractor in writing of any alleged infringement claim of which it has knowledge, the Contractor shall indemnify, defend, save and hold harmless MDEQ against any such claims, including but not limited to any expenses, costs, damages and attorney fees that a court finally awards for infringement based on the programs and deliverables provided under this agreement.

46. Insurance

Prior to Contract performance, the Offeror shall provide and maintain sufficient insurance coverage during the period of performance of the Contract, from an insurance carrier(s) licensed or holding a Certificate of Authority from the Mississippi Department of Insurance, as required by applicable state and federal law related to the work of the Contract and in connection with the Contract. This will include, but is not limited to the following:

- A. The Contractor represents that it will maintain Worker's Compensation Insurance as prescribed by law which shall inure to the benefit of the CONTRACTOR's personnel, as well as comprehensive General Liability in an amount no less than \$1,000,000.00 combined single limit and Employee Fidelity Bond Insurance in an amount no less than \$1,000,000.00. The CONTRACTOR shall comply with applicable federal, state and local laws and regulations.

Upon execution of the Contract, the Contractor shall promptly furnish MDEQ with a certificate of insurance showing the Contractor compliance with the insurance provisions of this paragraph. While Contractor shall provide MDEQ with a certificate of insurance as set forth in this paragraph, the failure to do so, or the failure of the insurance provided to conform to the Agreement, does not constitute waiver or estoppels as to MDEQ of their respective legal and equitable rights, including but not limited to, the right to enforce the terms of the Contract. These contractual insurance provisions are intended to be, and shall be interpreted to be, separate and independent contractual obligations from the provisions addressing the indemnity of MDEQ by the Contractor.

47. Modification or Renegotiation

The parties agree to renegotiate the agreement in good faith if federal and/or state revisions to any applicable laws or regulations make changes in this agreement necessary. This agreement may be modified only by written agreement signed by the parties hereto and approval by the Public Procurement Review Board, if required.

48. No Limitation of Liability

Nothing in this agreement shall be interpreted as excluding or limiting any liability of the Contractor for harm arising out of the Contractor's or its subcontractors' performance under this agreement.

49. Non-Conforming Terms and Conditions

A qualification which includes terms and conditions which do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. MDEQ reserves the right to permit the offeror to withdraw nonconforming terms and conditions prior to a determination of non-responsiveness.

50. 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 one year after this agreement terminates unless mutually agreed to in writing by MDEQ and the Contractor. Any such employment or solicitation for employment shall be in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121.

51. Notices

All notices required or permitted to be given under this agreement shall 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 (Contractual related items):	For Contractor:
Aveleka Moore, Contracts Division Director	[Name, Title]
MDEQ	[Contractor Name]
515 East Amite Street	[Address]
Jackson, MS 39201	[City, State, Zip]

52. 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 shall be made in writing by MDEQ, agreed to by the Contractor, and approved by the Public Procurement Review Board, if required.

53. Ownership of Documents and Work Papers

MDEQ 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 the Contractor's internal administrative and quality assurance files and internal project correspondence. The Contractor shall deliver such documents and work papers to MDEQ upon termination or completion of the agreement. The foregoing notwithstanding, the Contractor shall be entitled to retain a set of such work papers for its files. The Contractor shall be entitled to use such work papers only after receiving written permission from MDEQ and subject to any copyright protections.

54. Price Certification

Any Offeror submitting a response to this RFQ agrees and certifies that it will honor its pricing and all terms and conditions herein for the duration of the contract term described in this solicitation. By submitting a response hereto, the Offeror agrees to accept a contract pursuant to the requirements of Section 14.15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations* if so requested by MDEQ.

55. Priority

The Contract consists of this agreement with exhibits, the Request for Qualifications RFx3140004158 MDEQ-RFQ04162025 (hereinafter referred to as "RFQ", and attached as Exhibit []), and the Offeror's SOQ dated [date] by [CONTRACTOR NAME] (hereinafter referred to as "SOQ" and attached as Exhibit []). Any ambiguities, conflicts or questions interpretation of this Contract shall be resolved by first, with reference to this Contract with exhibits and, if still unresolved, by reference to the RFQ and, if still unresolved, by reference to the proposal. Omission of

any term or obligation from this agreement or attached Exhibits [] or [] shall not be deemed an omission from this Contract if such term or obligation is provided for elsewhere in this Contract.

56. Quality Control

The 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 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 MDEQ.

57. Record Retention and Access to Records

The Contractor shall maintain such financial records and other records as may be prescribed by MDEQ or by applicable federal and state laws, rules, and regulations. Provided the Contractor is given reasonable advance written notice, and such inspection is made during normal business hours of the Contractor, MDEQ or any duly authorized representatives shall have unimpeded, prompt access to any of the Contractor's books, documents, papers, and/or records which are relevant to this agreement. All records related to this agreement shall be retained by the Contractor for three 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 year after all issues arising out of the action are finally resolved or until the end of the three year period, whichever is later.

58. Recovery of Money

Whenever, under the contract, any sum of money shall be recoverable from or payable by the Contractor to MDEQ, the same amount may be deducted from any sum due to the Contractor under the Contract or under any other contract between the Contractor and MDEQ. The rights of MDEQ are in addition and without prejudice to any other right MDEQ may have to claim the amount of any loss or damage suffered by MDEQ on account of the acts or omissions of the Contractor.

59. Requirements Contract

During the period of the Contract, the Contractor shall provide all services described in the Contract. The Contractor understands and agrees that this is a requirements contract and that MDEQ shall have no obligation to the Contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of MDEQ for the period of the Contract. The amount is only an estimate, and the Contractor understands and agrees that MDEQ is under no obligation to the Contractor to utilize any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The Contractor further understands and agrees that MDEQ 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.

60. Right to Audit

The Contractor shall maintain such financial records and other records as may be prescribed by MDEQ or by applicable federal and state laws and regulations. Contractor shall retain these records for a period of three years after final payment, or until they are audited by MDEQ, 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 MDEQ, the Mississippi State Auditor's Office, and/or other entity of the state.

61. Right to Inspect Facility

MDEQ 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 MDEQ.

62. 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.

63. State Property

The Contractor will be responsible for the proper custody and care of any state- owned property furnished for the Contractor's use in connection with the performance of this Contract. The Contractor will reimburse the State for any loss or damage, normal wear and tear excepted.

64. Third Party Action Notification

The Contractor shall give the customer prompt notice in writing of any action or suit filed, and prompt notice of any claim made against the Contractor by any entity that may result in litigation related in any way to this Contract.

65. Unsatisfactory Work

If, at any time during the contract term, the service performed or work done by the Contractor is considered by MDEQ to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, the Contractor shall, on being notified by MDEQ, immediately correct such deficient service or work. In the event the Contractor fails, after notice, to correct the deficient service or work immediately, MDEQ shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the Contractor.

66. Venue

The Venue for the resolution of any dispute, according to Disputes Clause of this Contract, and any subsequent litigation shall be in Jackson, Hinds County, Mississippi.

67. Waiver

MDEQ may waive any provision, in whole or in part, of this Contract not otherwise required by law. Failure by MDEQ, 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 MDEQ to enforce any provision at any time in accordance with its terms.



STATE OF MISSISSIPPI

Tate Reeves
Governor

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY

Chris Wells, Executive Director

May 8, 2025

AMENDMENT #1

RESPONSES TO QUESTIONS/CLARIFICATION REQUESTS

Procurement Number: RFx3140004158 MDEQ-RFQ04162025

To Provide: Professional video production services to support MDEQ's communication and outreach efforts.

1. **Question:** What is the anticipated volume of work or number of videos per year? Is there an expectation for a certain number of deliverables (e.g., 5 PSAs, 10 short educational videos)?

Answer: There is no pre-determined amount of work for this RFQ. The determination of how much work will be based on what needs arise and available funding.

2. **Question:** What is the average desired length of each video? Are you looking for 30-second PSAs, 2–3 minute explainers, longer classroom videos, etc.?

Answer: There is no pre-determined work for this RFQ, therefore the length of videos is not a known factor.

3. **Question:** Will all videos require drone footage, or only select ones? This impacts crew size, FAA-certified drone operators, and equipment needs.

Answer: We do not anticipate that all videos will require drone footage.

4. **Question:** Are on-camera interviews or talent expected?

Answer: There is no pre-determined work for this RFQ, therefore on-camera interviews and/or talent needs are not a known factor.

5. **Question:** Will we need to cast or coordinate with external speakers, or will MDEQ be providing talent?

Answer: There is no pre-determined work for this RFQ, therefore the need to cast or coordinate with external speakers is not a known factor.

CONTRACTS DIVISION

POST OFFICE BOX 2261 • JACKSON, MISSISSIPPI 39225-2261 • Tel: (601) 961-5107 • www.mdeq.ms.gov

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6. **Question:** Are locations predetermined, or will you be expected to scout/secure locations?

Answer: There is no pre-determined work for this RFQ, therefore the locations and need to scout/secure locations are not known factors.

7. **Question:** Any travel required throughout the state (or beyond)?

Answer: We anticipate that there will be some in state travel needed. We do not anticipate that any out of state travel will be needed.

8. **Question:** What are the expected turnaround times for first cuts and final delivery?

Answer: There is no pre-determined work for this RFQ, however, we anticipate that timelines will be discussed and determined at the beginning of each project.

9. **Question:** What formats/platforms will final videos be used on? (TV, YouTube, TikTok, classroom presentations, etc.) — informs aspect ratio and editing style.

Answer: There is no pre-determined work for this RFQ, however, we anticipate that formats/platforms for final videos will be discussed and determined at the beginning of each project. MDEQ has used our YouTube channel for previous projects.

10. **Question:** Are there any required visual styles, formats, or accessibility features (e.g., subtitles, voiceovers, American Sign Language)?

Answer: There is no pre-determined work for this RFQ, therefore, visual styles, formats or accessibility features are not a known factor.

11. **Question:** Are we expected to create motion graphics from scratch or will MDEQ supply brand assets?

Answer: There is no pre-determined work for this RFQ, however, MDEQ will supply logo and will direct, review, and approve all branding.

12. **Question:** Is there a target budget range or not-to-exceed amount?

Answer: There is no pre-determined work for this RFQ, however the limits of the governing contract will not be exceeded.

13. **Question:** Can you confirm whether there's an incumbent agency currently providing similar services, and if so, will they be considered in this selection process?

Answer: Yes, some of these services are currently being provided.

MDEQ will receive SOQ from Offerors having specific experience and qualifications in the area(s) identified in the RFQ. Section 4.3 of the RFQ states that only respondents who are found responsive and responsible will have their SOQ considered.

14. **Question:** On average, how many shoots would you need per month?

Answer: There is no pre-determined work for this RFQ , therefore the number of shoots per month is not a known factor.

15. **Question:** Would you be willing to commit to a regular bank of hours per month?

Answer: No.

16. **Question:** If we are an out of state company, may we register with the State of Mississippi after an award has been made, if we do so prior to finalizing a contract?

Answer: No, Section 1.4 of the RFQ requires registration with the MS Secretary of State when the Statement of Qualifications is submitted to MDEQ.

17. **Question:** Would you please consider electronic submission in full and waive the requirement for a hard copy and flash drive? The documentation provided on the flash drive would be identical to that electronic file(s) provided via email and would save not only the costs of shipping and preparing a flash drive but also be much better for the environment.

Answer: No, not at this time. MDEQ is working to implement digital submissions for future solicitations.

18. **Question:** Would you consider waiving the requirement to be registered in Mississippi to simply submit a statement of Qualifications and allowing the awarded contractor to register prior to execution of a contract? This would save submitting companies a considerable amount of time and the requirement to pay fees to Mississippi even though they never conduct business in the state.

Answer: No, Section 1.4 of the RFQ requires registration with the MS Secretary of State when the Statement of Qualifications is submitted to MDEQ.

19. **Question:** We are unclear on how to break down/structure costs for our submission. As cost is 35% of our overall evaluation could you please provide more detail on exactly how you would like costs to be broken out?

Answer: Please see Section 4.2 J. of the RFQ

20. **Question:** Do you want a fully burdened rate for a day of filming with drone?

Answer: Please see Section 4.2 J. of the RFQ

21. **Question:** Do you want editing costs broken down?

Answer: Please see Section 4.2 J. of the RFQ

22. **Question:** Do you want Project Management costs broken down? How?

Answer: Please see Section 4.2 J. of the RFQ

CONTRACTS DIVISION

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23. **Question:** "The SOQ shall include the use of innovative technology: • A description of the equipment, software, and techniques (e.g., drone videography, advanced editing software) you have available to utilize. • Demonstration of experience using up to three of these technologies through examples."

Are you looking for standard professional software like Adobe Premier Pro, Adobe After Effects, DaVinci Resolve, etc. to be listed and examples provided or just anything new and innovative over and above typical software used in professional video production?

Answer: Anything that goes beyond the standard—but since “standard” can be subjective, please also list anything you typically use as a standard practice.

24. **Question:** What is the projected budget or budget range of work that would be performed under this RFQ?

Answer: There is no pre-determined work for this RFQ, therefore the projected budget or budget range of work is not a known factor.

25. **Question:** Is there an incumbent vendor currently providing video productions services?

Answer: Yes, some of these services are currently being provided.

26. **Question:** If there is an incumbent who is that vendor, what is the current or most recent past contract number and how much was paid under that contract?

Answer: Offerors may submit a request to our Public Records Department at <https://www.mdeq.ms.gov/about-mdeq/public-records-request/> for this information. If this information is available, it will be made accessible.

Additionally, this information would not be an indicator as to what may or may not be available under the pending RFQ.

27. **Question:** How much is spent by MDEQ in a typical year for video production?

Answer: MDEQ has not traditionally utilized video for its messaging so there is no current “typical year” standard. Offerors may submit a request to our Public Records Department at <https://www.mdeq.ms.gov/about-mdeq/public-records-request/> for this information. If this information is available, it will be made accessible.

28. **Question:** How will a "firm fixed price" agreement be reached as described in section 2.1 Compensation for Services?

Answer: The fixed price agreement will be based on available funding.

29. **Question:** Is it your intention with this RFQ to create a bench of qualified vendors for MDEQ to use for future projects?

Answer: No. Section 4.7 of the RFQ states that MDEQ intends to award one (1) Contract to the highest scoring Offeror whose SOQ meets the requirements and criteria set forth in the RFQ.

30. **Question:** If you do intend to create a bench from this RFQ, how will individual companies be chosen for individual video projects?

Answer: MDEQ does not intend to create a bench of qualified vendors from this RFQ. Section 4.7 of the RFQ states that MDEQ intends to award one (1) Contract to the highest scoring Offeror whose SOQ meets the requirements and criteria set forth in the RFQ.

31. **Question:** Will individual video projects be submitted to qualified vendors to bid on at a "firm fixed price" rate per project?

Answer: No. Section 4.7 of the RFQ states that MDEQ intends to award one (1) Contract to the highest scoring Offeror whose SOQ meets the requirements and criteria set forth in the RFQ.

32. **Question:** Do you expect submitting vendors to maintain pricing at the rates submitted for up to 4 years, or is there a mechanism to increase rates over that extended period?

Answer: An annual increase may be part of the negotiated rates once selection of an Offeror is completed. The selected Offeror should raise this discussion during the negotiation process.

33. **Question:** The RFQ states, "The electronic files shall not be password protected and shall be capable of being copied to other media including readable in Microsoft Word and/or Microsoft Excel." Is .pdf an acceptable format for submission of documents?

Answer: As stated in section 1.1 of the RFQ, Offerors should submit one (1) signed original Statement of Qualifications ("SOQ"), along with one (1) digital copy in Portable Document Format ("PDF") on a Universal Serial Bus ("USB") flash drive with all of the attachments.

34. **Question:** What is the typical volume of video production work needed by MDEQ per year?

Answer: MDEQ has not been utilizing video production long enough to establish a typical annual volume. Our video output will vary year to year based on the intersection of project need and available funding.

35. **Question:** Could you please provide samples of videos in the styles and formats you are looking to create under this RFQ so that we can correctly present and budget comparable production value and costs.

Answer: Our YouTube channel currently houses our video projects which can be found at: [mdeq channel one - YouTube](#).

36. **Question:** What is the typical lead time on a project to be produced under this RFQ? For example, do you often need videos created quickly on compressed timelines or are projects planned and begun well in advance of your needed delivery date?

Answer: There is no pre-determined work for this RFQ, therefore there is no typical lead time for project. We do anticipate that videos may need to be created on compressed timelines as well as planned well in advance of the needed delivery date.

Offeror shall acknowledge receipt of Amendment #1 by signing and returning this Amendment #1 with its Statement of Qualifications.

By signing below, Offeror acknowledges receipt of Amendment #1, and that its SOQ is being offered in compliance therewith.

Offeror's Name: _____

Signature: _____

By (Print Name): _____

Title: _____

Date: _____