

Request for Proposal

The Mississippi Achievement School District-Yazoo Region is requesting proposals for the provision of Facility Management and Consulting Services. The awarded provider will plan and manage all corrective maintenance, prepare a preventive maintenance plan, and manage and schedule the day to day operations of the District's custodial and maintenance staff. The desired team must possess the certification of CEFPP -Certified Educational Facility Professional. The proposals will be accepted until 2:00 P.M., March 17, 2020 at the office of the Division of Operations at 1133 Calhoun Avenue Yazoo City, MS 39194. The contract will be awarded to the best proposer at the district's business meeting on March 19, 2020. It is important to emphasize that the lowest proposer may not be the best. All aspects of the proposal will be included in specifications that may be picked up at 1133 Calhoun Avenue Yazoo City, MS 39194 or downloaded at <https://www.masd.k12.ms.us/rfp>.

RFP: Facilities Management Consulting	Proposal Due By: March 13, 2020	Mississippi Achievement School District -Yazoo
Project Overview: The MASD-Yazoo Region is seeking a consulting firm to provide assistance and guidance on matters relating to the fields of Facility Management Consulting, Capital Improvement Oversight, and Insurance Representation.		
Project Goals: <ul style="list-style-type: none">• Development and implementation of an Emergency Management Plan.• Development and implementation of a Capital Improvement Strategic Plan.• Development and implementation of a Risk Management Program.• Development and implementation of Bond Issuance Plan.		
Scope of Work: <ol style="list-style-type: none">1. Facility Management Consulting:<ol style="list-style-type: none">a. Evaluation of staff and systems.b. Planning and scheduling of services and staff.c. Establish and maintain a work order system.d. Train and educate the District in Facility management and its system.e. Develop an Emergency Management Plan.2. Capital Improvement Oversight:<ol style="list-style-type: none">a. Provide oversight for construction and/or renovations projects.		

- b. Assist the District in the development of a Capital Improvement Strategic Plan.
- c. Assist the District in preparation for a bond issue.

- 3. Building Consultant in all insurance losses:
 - a. Work with the District to develop a Risk Management Program.

Current Roadblocks and Barriers to Success

- Limited Maintenance and Custodial Staff.
- Unprocessed Insurance Claims.
- Lack of plans for improving the quality of the facilities and maintenance in the District.

Evaluation Metrics and Criteria

- Bidding limited to vendors with at least one (1) year of experience providing similar support.
- No contract shall be assigned, or any part of the same subcontracted, without written consent of the MASD.
- The following rubric will be used for the award of this contract:

Cost	15 points
Experience	20 points
Reliability	20 points
Expertise of personnel	25 points
Operational Plan	20 points

Submission Requirements

- One (1) original and three (3) hard copies of the proposal, including a USB drive with an electronic copy to the Division of Operations, located at 1133 Calhoun Avenue Yazoo City, MS 39194. Sealed proposals shall be delivered to the above address, any time prior to, but not later than, 2:00 PM on Tuesday, March 17, 2020.
- Oral, telephonic, facsimile, electronic or telegraphic proposals are INVALID and will not receive consideration.

Project Due By: **March 17, 2020**

Contact:
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