

REQUEST FOR QUOTES

FIVE YEAR STRATEGIC PLAN SUPPORT



ENHANCE ★ PROTECT ★ CONSERVE

Mississippi Department of Marine Resources
1141 Bayview Avenue
Biloxi, Mississippi 39530

Contact: Erin Gallagher–procurement@dmr.ms.gov

Introduction

The Mississippi Department of Marine Resources (MDMR) manages the coastal resources for the State of Mississippi through the authority of the Commission on Marine Resources. MDMR is seeking quotes to establish a contract with an individual, entity, or firm to develop a final draft of the MDMR Five Year Strategic Plan for submission to the Commission on Marine Resources and to the Legislature. This is a request for a quote, not an order.

Deadlines/Timeline

Request for Quotes Issue Date:	June 30, 2016
Deadline for Questions to MDMR:	July 6, 2016 10:00 a.m. CST
Posting of Written Answers to Questions:	July 8, 2016 4:00 p.m. CST
Quote Submission Deadline:	July 15, 2016 10:00 a.m. CST

Scope of Work

The scope of work for the contract will include:

1. Identify changes needed to the current MDMR Strategic Plan's preamble and other sections;
2. Develop a preliminary draft of the MDMR Five Year Strategic Plan for submission to the Commission on Marine Resources and to the Legislature, including notes for inclusion in the MDMR budget, linking our Strategic Plan and Commission projects and programs with the economic development of our local coastal area, and including a focus on performance based budgeting;
3. Meet with senior management staff of the MDMR within sixty (60) calendar days of the notice to proceed to present and discuss the preliminary draft; and,
4. Within ninety (90) calendar days develop a final draft of the MDMR Five Year Strategic Plan for submission to the Commission on Marine Resources and to the Legislature, including notes for inclusion in the MDMR budget. Contractor must submit three bound copies and a copy on portable electronic media (.pdf) of the completed Five Year Strategic Plan.

Desired Strategic Planning Outcomes

1. Review of organizational vision, priorities, goals and outcome measures;

2. Clarity on our identity (by office and as an Agency), purpose, and outcomes we are trying to achieve;
3. Position MDMR for effective engagement with external partners (state agencies, cities, counties, organizations) and the public;
4. Establishment of tools for communicating MDMR role, purpose and organizational goals;
5. Develop benchmarks to measure progress toward achieving organizational goals;
6. Opportunities to improve MDMR efficiencies;
7. Internal staff development opportunities to improve organizational culture and ensure that the MDMR is a desirable work environment;
8. MDMR Profile and Situational Assessment: Assessing the current status and key issues facing the organization;
9. Measurable Outcome Objectives for MDMR economic, environmental, and social outcomes that MDMR programs are working to achieve in light of the mission;
10. Action/Implementation Plan: Process for implementing the changes and measuring progress; and,
11. Priority list of actions and resources needed to accomplish desired changes.

Minimum Qualifications

The minimum qualifications which the MDMR is seeking for this service include:

1. Two professional references from individuals familiar with the vendor's abilities in the areas involved with this solicitation; and,
2. One example of an authored plan for an agency/entity of similar size to the MDMR, with a preference for a plan drafted for a Mississippi state agency.

Requirements for Quote

All Quotes must include the following:

- Attachment A – Quote Form (completed, signed and including requested attachments [Plan and Timeframe for Completion of Project, Resume(s), and Example of Authored Plan])

Modifications or additions to any portion of Attachment A may be cause for rejection of the Quote. All information on Attachment A must be completed. All requested attachments must be attached. You may use additional sheets, if necessary.

Deadline for Submitting Quote

You may submit your Quote (Attachment A – Quote Form and attachments) in one of three ways:

- Via email to procurement@dmr.ms.gov;
- Via U.S. mail, postage prepaid, to:
 - Erin Gallagher, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Erin Gallagher at the above address.

The **deadline** for receiving Quotes is **July 15, 2016 at 4:00 p.m.** Late quotes will not be accepted.

MDMR Contact and Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to:

Erin Gallagher, Procurement Director

procurement@dmr.ms.gov

All questions/requests for clarification must be received no later than July 6, 2016 at 10:00 a.m. CST.

All questions/requests for clarification and the answers thereto will be published on the MDMR website (<http://dmr.ms.gov>) in a manner that all respondents will be able to view by July 8, 2016 at 4:00 p.m. CST.

The MDMR will not be bound by any verbal or written information that is not specified within this RFQuotes unless formally noticed and issued by the contact person.

Equal Opportunity Statement

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

ATTACHMENT A

Quote Form

Please complete and sign this sheet. Incomplete or unsigned Quote Forms may be rejected. You may use supplemental pages, if necessary.

Vendor's Name:

Address/Principal Place of Business:

Address /Place of Performance of Proposed Contract:

Phone Number: _____

Fax Number: _____

Vendor's Email: _____

If business or firm, Contact Person, Phone Number, and Email:

Plan and Timeframe for Completion of this Project:

Please **attach** a detailed plan for completion of this project (*see* Scope of Work and Desired Outcomes). You must include a timeframe for completion of this project.

Statement of Price:

On the line below, please quote the fixed total price for which you will perform the required Scope of Work as designated in your Plan for Completion of this Project.

Example of Authored Plan:

Please **attach** a copy of an example of an authored plan for an agency/entity of similar size to the MDMR, preferably a plan drafted for a Mississippi state agency. (This may be the same project as listed below in Prior Project of Comparable Scope and Complexity, or it may be a different project.)

Prior Project of Comparable Scope and Complexity:

Please list a **minimum of one prior project** of comparable scope and complexity. You must list at least one prior project, but may list more. For **each** project give the date and a description (scope) of the project, location, time frame for completion of the project, reference person (customer) with current contact information (telephone and email). You may use supplemental sheets to discuss the scope of the prior projects and to list additional projects. You must provide **current contact information** for the reference person(s), as MDMR **must be able to contact** the reference(s) as soon as possible.

Project:

- a. Date Completed: _____
- b. Description of Scope: _____
- c. Location: _____
- d. Timeframe for Completion: _____
- e. Reference Name (customer): _____
 - i. Telephone: _____
 - ii. Email: _____
 - iii. Job Title: _____

References:

In addition to the reference (customer) listed above, please list two additional professional references familiar with the vendor's abilities in the areas involved with this solicitation.

- a. Reference Name: _____
 - i. Telephone: _____
 - ii. Email: _____
 - iii. Job Title: _____
 - iv. Professional Relationship: _____
- b. Reference Name: _____
 - i. Telephone: _____

- ii. Email: _____
- iii. Job Title: _____
- iv. Professional Relationship: _____

Please provide current contact information as MDMR must be able to contact these references immediately following the quote opening. You may provide more than two references, however, MDMR will only contact two of the references listed. MDMR will call two references from this list as well as the reference (customer) listed above under Prior Project of Comparable Scope and Complexity.

Resume(s):

Please **attach** a resume for each person who will be assigned to work on or provide the required services listing the education, abilities, qualifications and experience of each person.

SIGNED BY: _____

TITLE: _____

DATE: _____