

**Mississippi State University
Request for Proposals (RFP) 20-07
6-Passenger Utility Aircraft for Raspet Flight Research Laboratory**

ISSUE DATE: December 19, 2019

ISSUING AGENCY: Office of Procurement and Contracts

Mississippi State University
610 McArthur Hall, 245 Barr Avenue
Mississippi State, MS 39762

Sealed Proposals, subject to the conditions made a part hereof, will be received **January 28, 2020 at 2:00 PM in the MSU Office of Procurement and Contracts, same address above**, for furnishing services and potentially, optional services as described herein.

IMPORTANT NOTE: Indicate firm name, and RFP number on the front of each sealed proposal envelope or package.

All inquiries concerning this RFP should be directed to:

Jennifer Mayfield
Office of Procurement and Contracts, (Same address above)
jmayfield@procurement.msstate.edu
662-325-2550

Any addendum associated with this RFP will be posted at <http://www.procurement.msstate.edu/procurement/bids/index.php> located under RFP 20-07. It is the respondent's responsibility to assure that all addenda have been reviewed and if applicable, signed and returned.

BLIND EVALUATION - Due to a recent law change (Mississippi Code of 1972 Annotated, 31-7-417) evaluations will be conducted using a blind evaluation process. This means that any and all items that would identify the vendor must be removed from the Technical Response. This includes, but is not limited to: vendor name, logos, product names, and personnel names, and email addresses. If any of this information is found in the technical response before the evaluation has started, it could mean disqualification for that vendor. If the information is discovered during the evaluation, the RFP will be canceled. It is the respondent's responsibility to ensure that all identifying information has been removed.

1. UNIVERSITY OVERVIEW

Mississippi State University (MSU) is a comprehensive land grant university of 21,500+ students and approximately 5,000 faculty and staff. The main campus is located adjacent to the community of Starkville in northeast Mississippi, with a remote campus located in Meridian with an enrollment of around 700 students. Additionally, the university operates several remote agricultural experiment stations and has an Extension office located in each of the eighty-two Mississippi counties.

Additional information about MSU can be found at our website www.msstate.edu.

2. INVITATION TO SUBMIT PROPOSAL ON RFP

Mississippi State University's Rasket Flight Research Laboratory (RFRL) seeks a Utility-category aircraft to support our flight research, development, test and evaluation (RDT&E) programs. This aircraft will be used to transport personnel and equipment to locations across the US in support of current and projected RDT&E projects. The aircraft should be from a major original equipment manufacturer that is currently in business (such a Beechcraft, Piper, Cessna, etc.) with a nationwide availability of parts and service. The aircraft make and model should have an established history of safe, reliable operations, with a historical mishap rate that aligns with the median for this category of aircraft.

3. SCOPE OF SERVICES REQUIRED

a) Technical Requirements

Age/Wear:

- Aircraft must be 1976 model year or newer
- Aircraft must have 5,000 hours of total time or less
- Aircraft must have 800 hours remaining until engine time before overhaul (TBO)

Performance (as published in the manufacturer's pilot operating handbook):

- Engine power: 285 HP or greater
- Recorded time TBO: 1,700 hours or greater
- Cruise speed (75% power): 149 nautical miles per hour (kts) or greater
- Stall speed: 59 kts or less
- Range: 800 nautical miles (nm) or greater
- Rate of climb: 1,000 feet per minute or greater
- Service ceiling: 14,000 MSL or greater
- Useful load: 1,400 lbs. or greater

Configuration and Safety:

- Aircraft must seat six adults
- Aircraft must be a low-wing configuration
- Aircraft must have tricycle landing gear (fixed or retractable)
- Aircraft must have power-operated flaps

Instrumentation:

Communications/Navigation:

- Built-in VHF radio communications with primary/standby frequency capability (2)
- Built-in audio panel/intercom to support headsets for all crew and passengers
- Built-in TSO navigation system with VOR/ILS and WAAS-enabled GPS
- Built in TSO 4096 transponder or built-in TSO ADS-B
- Instrumentation must include:
 - Attitude indicator
 - Airspeed indicator
 - Altitude indicator
 - Heading indicator or Horizontal Situation Indicator
 - Vertical speed indicator
 - Gyro-stabilized magnetic compass
 - Turn coordinator (rate, slip/skid ball)
- Engine monitoring instrumentation must include:
 - Tachometer
 - Manifold pressure
 - Oil pressure
 - Oil temperature
 - Exhaust Gas temperature
 - Cylinder head temperature
 - Fuel level
 - Fuel pressure
 - Voltage
 - Current

Documentation

Aircraft must have:

- Current airworthiness certificate
- All manufacturer-supplied documentation (operating/maintenance manuals, etc.)
- All operating/maintenance logbooks and service records since new

4. INQUIRIES ABOUT RFP

Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. **Questions should be submitted either via a Word document or plainly typed in the email itself.** Responses to these inquiries may be made by addendum to the Request for Proposal (RFP). Please send your inquiries to Jennifer Mayfield via electronic mail at jmayfield@procurement.msstate.edu.

All inquiries should be marked “URGENT INQUIRY. MSU RFP 20-07”

5. ADDENDUM OR SUPPLEMENT TO RFP

In the event it becomes necessary to revise any part of this RFP, an addendum to this RFP will be provided to each respondent who received the original RFP. Respondents shall not rely on any other interpretations, changes or corrections.

6. ADMINISTRATIVE INFORMATION

a) Issuing Office

This RFP is issued by the following office:

Office of Procurement and Contracts
Mississippi State University
245 Barr Avenue, 610 McArthur Hall
Mississippi State, MS 39762

b) Schedule of Critical Dates

The following dates are for planning purposes only unless otherwise stated in this RFP progress towards their completion is at the sole discretion of the university.

RFP Posted	December 19, 2019
Questions from Vendors Due	January 9, 2020
MSU Q&A Response Due	January 16, 2020
Proposal Submission Deadline – 2:00 p.m.	January 28, 2020
Award Date (Estimated)	February 15, 2020

7. PROPOSAL CONTENTS

This is a two-step RFP process. The technical proposals and the cost proposals are to be submitted in separate sealed envelopes. Indicate firm name, RFP# and word “Technical Proposal” on the front of the sealed technical proposal envelope or package. Indicate the firm name, RFP# and the word “Cost Proposal” on the front of the sealed proposal envelope or package.

At a minimum, the following items should be included in the contents of the Technical Proposal: **Please note that due to the blind evaluation law, no identifying information can be included in the technical portion of the proposal.**

- Manufacturer’s aircraft specifications for the make and year model of the aircraft
- A list of all communications, navigation, engine monitoring (gauges or displays), other instrumentation, and safety equipment installed in the aircraft. *NOTE: inoperative equipment must be identified as such*
- Location of the aircraft (if sold where-is)
- Date the aircraft is available
- Aircraft hours, to include:
 - Total time (airframe)
 - Total time (engine)
 - Total time since major overhaul (engine)
 - Total time since top overhaul (engine)
 - Total time (propeller)
 - Total time since overhaul (propeller)
 - Time since last annual or other maintenance inspection by an FAA-licensed Airframe & Powerplant mechanic
 - Damage history
 - Any changes from manufacturer’s original configuration
- Photographs of the aircraft that document the exterior and interior condition, taken from:
 - Exterior front
 - Exterior front quarter (left and right)
 - Exterior side (left and right)
 - Exterior rear quarter (left and right)
 - Exterior rear
 - Interior seating (taken from the front quarter angle, left and right)
 - Interior instrumentation (taken from the front quarter angle, left and right)
 - Engine compartment (left, right, top)

8. DISCUSSIONS/EVALUATION CRITERIA/AWARD PROCESS

MSU reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. MSU reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. MSU likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. MSU may make a written determination showing the basis upon which the award was made and such determination shall be included in the procurement file.

MSU reserves the right to award this contract in whole or in part depending on what is in the best interest of MSU with MSU being the sole judge thereof.

The evaluation factors set forth in this section are described as follows:

- Age of the aircraft
- Number of total hours on the airframe, engine, propeller or other major components
- Number of hours since overhaul on the airframe, engine, propeller or other major components
- Condition of the airframe
- Condition of the interior
- Condition and operational status of equipment/instrumentation
- Completeness of documentation
- Prior or current damage

Post selection, MSU reserves the right to conduct an inspection of the aircraft, at MSU's expense, prior to final inspection. Any discrepancies between the aircraft's condition from the vendor's proposal submission will be noted. Discrepancies that, in MSU's opinion, result in a reduction of performance, safety, or operational capability of the aircraft from the vendor's submission may result in non-acceptance of the vendor's proposal.

Proposals will be scored based on the following weights (100 points total):

- Condition of airframe, engine, installed equipment: **34 points**
- Price: **36 points**
- Maintenance history: **10 points**
- Completeness/accuracy of logbooks/maintenance documentation: **10 points**
- Availability of parts and service in Mississippi or the surrounding area: **10 points**

9. PROPOSAL SUBMISSION

Proposals shall be submitted in two packages (envelopes or boxes) as set forth in Section 7. Please make sure that the RFP number is clearly visible on the outside of the package.

Technical Proposal – One (1) original and one (1) electronic copy (of the complete technical proposal in one pdf file on a flash drive) of parts 7(b)(i) (Cover Letter), 7(b)(ii) (Corporate Structure and Credentials), and 7(b)(iii) (Operations and Ability to Perform) should be sealed in a package with “Technical Proposal” in the lower left hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original”. **Please note that due to the blind evaluation law, no identifying information can be included in the technical proposal.**

Cost Proposal – One (1) original and one (1) electronic copy (of the complete cost proposal in one pdf file on a flash drive). Should be sealed in a package with “Cost Proposal” in the lower left-hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original”.

The proposal package must be received on or before **2:00 p.m. on January 28, 2020**. It is the responsibility of the respondent to ensure that the proposal package arrives in the Procurement and Contracts office on-time. The proposal package should be delivered or sent by mail to:

**Office of Procurement and Contracts
Mississippi State University
610 McArthur Hall
245 Barr Avenue
Mississippi State, MS 39762**

Your response must include the signature page included in this RFP (See Appendix A) and contain the signature of an authorized representative of the respondent’s organization. The signature on the “Original” signature page should be in blue ink

MSU reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items bid if deemed in the best interest of the University to do so.

Proposals received after the stated due date and time will be returned unopened. Submission via facsimile or other electronic means will not be accepted.

10. PCI COMPLIANCE ISSUES (IF APPLICABLE)

The vendor must provide a PCI compliant processing environment using one of the approved options below. If the vendor is unable to fully adhere to one of these options, the proposal will be removed from consideration.

- Option 1 – Integrate with MSU’s existing third party, PCI validated payment solution (Nelnet Business Solutions – Commerce Manager).
- Option 2 – Use vendor’s payment processing functionality with a different MSU Merchant ID but same bank account. Additional requirements include:
 - Vendor must provide PCI compliance certification information, e.g. Attestation of Compliance (AOC) to ensure all hardware, software and back end processing are compliant.
 - Vendor must provide a specific interface data file that supports Banner integration and automatic posting of credit/debit card payments to our ERP. The layout accepted by MSU, which MSU expects from the vendor can be provided upon request.
 - Card transactions processed by university personnel must be performed using hardware that is PCI-approved and point to point encrypted (P2PE).
- Option 3 – Use vendor’s payment processing functionality with vendor’s Merchant ID. Additional requirements include:
 - Vendor must provide PCI compliance certification information, e.g. Attestation of Compliance (AOC) to ensure all hardware, software and back end processing are compliant.
 - Payments due MSU will be remitted on a predetermined basis, net of all applicable fees and merchant discounts. Banner integration not required.
 - Card transactions processed by university personnel must be performed using hardware that is PCI-approved and point to point encrypted (P2PE).

11. TWO-PHASE, BEST AND FINAL OFFER

If the initial proposals do not provide MSU with a clear and convincing solution, or if MSU feels it is appropriate to offer the potential providers an opportunity to submit revised proposals, MSU reserves the right to use a two-phase approach and/or invite Best and Final Offers (BAFO). Based on the information obtained through the proposal submittals (Phase-One), MSU may choose a specific business model, and potential providers may be asked to submit revised proposals based upon that specific model.

The evaluation committee may develop, for distribution to the top-ranked firms, refined written terms with specific information on what is being requested as a result of information obtained through initial RFP submittal process. Proposers may be asked to reduce cost or provide

additional clarification to specific sections of the RFP. Selected proposers are not required to submit a BAFO and may submit a written response notifying the solicitation evaluation committee that their response remains as originally submitted.

12. ACCEPTANCE TIME

Proposal shall be valid for one-hundred and eighty (180) days following the proposal due date.

13. RFP CANCELLATION

This RFP in no manner obligates MSU to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of MSU and may be terminated without penalty or obligations at any time prior to the signing of a contract. MSU reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.

14. INDEPENDENT CONTRACTOR CLAUSE

The contractor shall acknowledge that an independent contractor relationship is established and that the employees of the contractor are not, nor shall they be deemed employees of MSU and that employees of MSU are not, nor shall they be deemed employees of the contractor.

15. OTHER CONTRACT REQUIREMENTS

Award Terms: This contract shall be awarded at the discretion of the University based on the capabilities and overall reputation of the Supplier, as well as the cost. Acceptance shall be confirmed by the issuance of a contract from the University.

Standard Contract: The awarded contractor(s) will be expected to enter into a contract that is in substantial compliance with MSU's standard contract http://www.procurement.msstate.edu/pdf/standard_rfp_contract.pdf. Proposal should include any desired changes to the standard contract. It should be noted that there are many clauses which the MSU cannot change (see Standard Addendum <http://www.procurement.msstate.edu/contracts/standardaddendum.pdf>) Significant changes to the standard contract may be cause for rejection of a proposal.

The Procurement Process: The following is a general description of the process by which a firm will be selected to fulfill this Request for Proposal.

- Request for Proposals (RFP) is issued to prospective suppliers.
- A deadline for written questions is set.
- Proposals will be received as set forth in Section 9.
- Unsigned proposals will not be considered.

- All proposals must be received by MSU no later than the date and time specified on the cover sheet of this RFP.
- At that date and time, the package containing the proposals from each responding firm will be opened publicly and the name of each respondent will be announced.
- Proposal evaluation: The University will review each proposal.
- At their option, the evaluators may request oral presentations or discussions for the purpose of clarification or to amplify the materials presented in the proposal
- Respondents are cautioned that this is a request for proposals, not a request to contract, and the MSU reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the University.
- The proposals will be evaluated according to the criteria set forth in Section 8.

APPENDIX A: SIGNATURE PAGE

Provide information requested, affix signature and return this page with your COST proposal:

NAME OF FIRM OR INDIVIDUAL: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____

AREA CODE/NUMBER

FACSIMILE NUMBER: _____

AREA CODE/NUMBER

E-MAIL ADDRESS: _____

AUTHORIZED
SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____