

**New Contract Submission**  
**Request for Proposals or Request for Qualifications**  
PPRB OPSCR Rules and Regulations Chapter 6

Agency Boswell Regional Center  
Contractor Hayco LLC  
Period of Performance 1/1/2026-12/31/2030  
Spending Authority Requested \$720,000.00

Projected Contract Lifecycle and Budget

Contract Term	Start Date	End Date	Projected Budget
5 year	1/1/26	12/31/30	\$720,000.00

List the initial term and all renewal periods in the Contract Term column. For example, if you are submitting a three-year contract with two optional one-year renewals, you would list "Initial Term"; "Renewal Year 1"; "Renewal Year 2". List the anticipated start and end date of each period and the amount the Agency anticipates it will spend in each period. If the Contract is for more than 5 years, provide the Agency's authority to enter a contract for a term longer than five years pursuant to Rule 14.3.1 in the **Notes** section below and provide all supporting documentation.

Contract Number 8200082896

If multiple contracts were awarded for the same RFP/RFQ, list them in the **Other Associated Numbers in MAGIC** section below. For each contract, you must complete page 1, the Contract section, and the Contract Approval section for each contract.

Solicitation RFX Number 3120003170

Petition for Relief RFX Number (OVAR) 3180002631

Date PPRB Approved the Petition for Relief 6/4/25

Other Associated Numbers in MAGIC \_\_\_\_\_

Notes (any comments or information you want to provide to OPSCR)

### Preliminary Considerations

#### Introduction; Chapter 4

Did the Agency seek guidance from DFA or ITS regarding whether this contract is subject to the PPRB's purview or the ITS Board's purview? Yes ☐ No ☒

If yes, please identify the DFA and/or ITS staff member(s) who assisted you

Name \_\_\_\_\_ Email \_\_\_\_\_ Agency \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Agency \_\_\_\_\_

Documentation of the request and the response received should be submitted to OPSCR (ex email thread).

Did the Agency issue a Request for Information prior to issuing the solicitation? Yes ☐ No ☒

The following people attended and/or responded to the RFI (name and company)

_____	_____
_____	_____
_____	_____
_____	_____

The Public Notice required by Sections 4.2 and 4.3 and the written determination required by Section 4.5 shall be submitted to OPSCR.

### Petition for Relief from Competitive Bidding

#### Section 6.3

PPRB approved the Agency's request to use a Request for: Proposals ☐ Qualifications ☒

PPRB approved the Agency to award 1 [number] contract(s) resulting from this RFP/RFQ.

Evaluation Factors approved in Petition:

Evaluation Factors in the RFP/RFQ:

Management	35	%	management	35	%
Technical	30	%	Technical	30	%
Price	35	%	Price	35	%
_____	_____	%	_____	_____	%
_____	_____	%	_____	_____	%

The Evaluation factors are listed in the RFP/RFQ on page(s): 7  
The categories of Factors and Price, as an individual factor, are required here. No other individual subfactors are required.

## Content of the Request for Proposals or Qualifications

### Section 6.4; Appendix E

List the page number(s) in the RFP/RFQ where the following information is located

4-6	Instructions and information concerning submission requirements
1,2	Time and date set for receipt of proposals or qualifications
1,2	Address or instructions for how submissions should be delivered
6	Manner in which proposals or qualifications are to be submitted, including any forms for that purpose
8	Statement of when and how price should be submitted
4,5	Description of services required, the work involved, the delivery performance schedule, and any other inspection and acceptance requirements
4,5	Contract terms and conditions including warranty and bonding or other security requirements
13	Statement that bidder arrived at price independently without collusion
4	Minimum qualifications
7	Evaluation factors in order of importance
8	Statement that discussions may be conducted but that submissions may be accepted without discussion
5	Statement that the RFP/RFQ, its amendments, offeror's submission, and BAFO shall be incorporated into the contract
13	Requirement that offerors acknowledge every amendment in writing
5	Statement that the Agency may cancel the solicitation
5	Statement that the Agency may reject any submission in whole or in part
6	Requirement that offerors list their principals, parent organizations, and subsidiaries
6	Agency definition of "principal" of the offeror for the specific procurement
5	Opportunity to request reconsideration of the terms of the solicitation
19	Requirement that redacted copy of bid be submitted
19	Notice that vendor is subject to exclusion if redactions made in bad faith
19	Notice that redacted bid is a public record
13	Acknowledgement of Amendments Clause
12	Applicable Law Clause
16	Approval Clause
12	Availability of Funds Clause
13	Certification of Independent Price Determination Clause
16	Compliance with Equal Opportunity in Employment Policy Clause
14	Compliance with Laws Clause
16	Contract Rights Clause
15	E-Payment Clause
15	E-Verification Clause
11	Expenses Incurred in the Procurement Process Clause
10	Minor Informalities and Irregularities Clause



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- |              |   |
|--------------|---|
| <u>12</u>    | Offeror's Representation Regarding Contingent Fees Clause |
| <u>15</u>    | Paymode Clause  |
| <u>13</u>    | Procurement Regulations Clause                            |
| <u>16</u>    | Property Rights (for the solicitation document) Clause    |
| <u>16,17</u> | Representation Regarding Gratuities Clause                |
| <u>17</u>    | Required Public Records and Transparency Clause           |
| <u>15,16</u> | Stop Work Order Clause                                    |
| <u>17</u>    | Termination Clause  |

**Public Notice**

**Section 6.5**

Documentation which proves compliance with all regulations is required.

Date on Agency website 6/26/25 Date on Procurement Portal\*\* 6/26/25

Newspaper(s) Where Advertised Magee Courior/Simpson Publications

First Ad Date 6/26/25 Second Ad Date 7/3/25

Does the Newspaper Advertisement contain

- |   |   |                             |
|---|---|-----------------------------|
| • Agency Name                                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| • Services Sought                               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| • RFx Number                                    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| • Agency Official's Name                        | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| • Phone Number for Agency Official              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| • Proposal or Qualification Submission Deadline | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| • Means to Obtain Full RFP/RFQ                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

The RFP/RFQ was furnished directly to the following potential bidders (at least 3 required)

Madison Martin/ Dr. Thomas Blackledge Joshua G. Griffin MD PLLC

Hayco. LLC/ Dr William Hay Dr. Kyle Batemen

\*\* Throughout this document, any reference to the Procurement Portal refers to the Buying and Selling to Government in Mississippi website [https://www.ms.gov/dfa/contract\\_bid\\_search/Home/Sell](https://www.ms.gov/dfa/contract_bid_search/Home/Sell). Use MAGIC to post your Solicitation, Amendments, and Notice of Intent to Award to this website. If you need assistance with posting to the Procurement Portal, contact the MMRS helpdesk at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).

Date set for Receipt of Bids 8/7/25

If the date set for receipt of bids is not at least 30 days following the date of public notice, a written determination explaining why a shorter advertising time was needed and how and why the shorter time was reasonable under the circumstances. An Agency which received PPRB approval to advertise for less than 14 calendar days shall include the PPRB minutes with the written determination.



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The following potential bidders requested reconsideration of the terms of the solicitation

☒ None

Potential Bidder

Date Request Received by Agency

_____	_____
_____	_____
_____	_____

Date Request & Agency Response Posted to the Agency Website \_\_\_\_\_

Date Request & Agency Response Posted to the Procurement Portal \_\_\_\_\_

Date Request & Agency Response Sent to all Prospective Bidders \_\_\_\_\_

If the date listed above was less than 14 days prior to the bid submission deadline, a written determination is required that the amount of time allotted between the Agency's decision was issued prior to the bid submission deadline was reasonable under the circumstances. See Section 6.5.4.1. If more than one request for reconsideration was received and the agency did not post the response to all requests on the same day, the agency should supplement this form with the date each response was posted on the Agency website, posted on the procurement portal, and sent directly to all prospective bidders.

### Amendments to the RFP/RFQ

#### Section 6.6.4

Documentation which proves compliance with all regulations is required.  
Provide as many copies of this form as necessary to report all Amendments.

☒ There were no Amendments to the RFP/RFQ

Amendment # \_\_\_\_\_ Date Posted on Procurement Portal \_\_\_\_\_  
Posted on the Agency Website \_\_\_\_\_ Sent to all Prospective Bidders \_\_\_\_\_  
Signed Acknowledgment of Amendments Received from all Bidders? Yes ☐ No ☐

Amendment # \_\_\_\_\_ Date Posted on Procurement Portal \_\_\_\_\_  
Posted on the Agency Website \_\_\_\_\_ Sent to all Prospective Bidders \_\_\_\_\_  
Signed Acknowledgment of Amendments Received from all Bidders? Yes ☐ No ☐

Amendment # \_\_\_\_\_ Date Posted on Procurement Portal \_\_\_\_\_  
Posted on the Agency Website \_\_\_\_\_ Sent to all Prospective Bidders \_\_\_\_\_  
Signed Acknowledgment of Amendments Received from all Bidders? Yes ☐ No ☐

If the bid submission deadline is less than 14 days following the posting of any amendment to the RFP/RFQ, provide a brief memorandum explaining your compliance with the requirement in Section 6.6.4.2 that Amendments be posted within a reasonable time to allow Bidders to consider them in preparing their bids.

### Pre-Submission Requirements

#### Section 6.6

Letters of Intent Required? Yes ☐ No ☒

Deadline to submit Letters of Intent \_\_\_\_\_  
Deadline must be not less than 14 calendar days after the date of public notice.

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Letters of Intent received from the following Potential Offerors


Pre-Submission Conference Held? Yes ☐ No ☒

RFP/RFQ Page # with Notice of Conference \_\_\_\_\_

Date of Conference \_\_\_\_\_

Conference must not be less than 14 calendar days after the date of public notice.

Location of Conference \_\_\_\_\_

Amendment # Resulting from the Pre-Submission Conference \_\_\_\_\_

The RFP/RFQ Amendment resulting from the conference must include public access to a full recording or a complete transcript of the conference, any Questions and Answers, and any other amendments the Agency wishes to make resulting from the conference.

Representatives from the following Potential Offerors attended


Questions Due \_\_\_\_\_ No Questions Submitted ☐

Answers Posted \_\_\_\_\_ Amendment # \_\_\_\_\_

**Proposals/Qualifications Receipt, Opening, and Evaluation**

Sections 6.7 and 6.8

Proposals/Qualifications received from the following Offerors

Hayco LLC


Were any submissions received after the submission deadline? Yes ☐ No ☒

Were any submissions received in a manner non-compliant? Yes ☐ No ☒

Did any Offeror withdraw its submission? Yes ☐ No ☒

Did any Offeror modify its submission? Yes ☐ No ☒

Did the Agency request any Offeror to confirm its submission? Yes ☐ No ☒

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Did the Agency waive any minor informalities?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Did any Offeror offer more comprehensive services than requested?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Did any Offeror submit multiple or alternate submissions?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Were any discussions with Offerors held?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Were any conditional submissions received?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If the answer to any of the above questions is yes, explain the facts and how the agency addressed the issue in compliance with Sections 6.7 and 6.8 and the relevant subsections.

Were all Offerors deemed Responsive? Yes ☒ No ☐  
List Bidders deemed non-responsive and explanation for that determination

Date Non-Responsive Offerors Notified \_\_\_\_\_

Were all Offerors deemed Responsible? Yes ☒ No ☐  
List Offerors deemed non-responsible and explanation for that determination

Date Non-Responsible Offerors Notified \_\_\_\_\_

Evaluation Committee Members (including advisors):

Wanda Davis	Suzanne Wilder
Ricky Grimes	

One or more committee members is not employed by the State? Yes ☐ No ☒  
The resume of any such member(s) must be posted with the Evaluation Committee Report.



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Did all members sign a Conflict of Interest Certification? Yes ☒ No ☐

The Conflict of Interest Certifications must be signed after the proposals/qualifications are received but before evaluation begins. Certifications cannot be signed prior to the submission deadline because members of the Evaluation Committee must be able to truthfully certify they have no conflict of interest with any of the Offerors.

**Evaluation Schedule:**

State the date and time the evaluation of each category of factors began and ended. Provide as many copies of this form as necessary to report all categories of factors. Price must be given at least 35% of the available points and must be the highest weighted individual factor.

The Evaluation Committee used: Consensus Scoring

Individual Scoring

**Technical** Start: 8/13/25 10 am Complete: 8/13/25 10:30am

**Management** Start: 8/13/25 10:30am Complete: 8/13/25 10:45am

**Cost** Start: 8/13/25 10:45am Complete: 8/13/25 10:50am

- Cost points awarded in addition to 35% for price: Yes ☒ No ☐

**Other** Start: \_\_\_\_\_ Complete: \_\_\_\_\_

- Describe Factors: \_\_\_\_\_

**Other** Start: \_\_\_\_\_ Complete: \_\_\_\_\_

- Describe Factors: \_\_\_\_\_

Lowest Priced Proposal/Qualification: Hayco LLC

This proposal/qualification must receive 100% of the points for Price.

Were Price points assigned to the other Offerors using the following formula? Yes ☒ No ☐

$$(X / Y) \times \text{Total Price Points} = Z$$

X= Lowest Price

Y= Offeror's Price

Z= Points Assigned to Offeror

If not, please describe how Price points were awarded objectively:

Best and Final Offers (BAFO) Requested: Yes ☐ No ☒

BAFOs were requested from the following Offerors:

Their response was:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

How did the Agency determine the vendors from which it would request a BAFO:

Provide any additional information about the BAFO process and results:

Did the Agency require post evaluation affidavits? Yes ☐ No ☒

### Notice of Intent to Award

#### Section 6.9.1

Documentation which proves compliance with all regulations is required.

Successful Offeror(s) \_\_\_\_\_

The Notice of Intent to Award and Evaluation Report contains

- |   |   |                             |   |
|---|---|-----------------------------|---|
| • Names of all offerors who submitted?  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |   |
| • Identity of non-responsive/non-responsible bidders?                               | Yes <input type="checkbox"/>            | No <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| • Ranking of responsive and responsible offerors in order of highest overall score? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |   |
| • Reason(s) why intended awardee was selected?                                      | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |   |
| • Terms, conditions, and scope of contract?   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |   |
| • Copy of the evaluation committee's score sheets?                                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |   |
| • Copy of the record of discussions held?   | Yes <input type="checkbox"/>            | No <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| • Identities of members of and advisors to evaluation committee?                    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |   |
| • Copy of post evaluation affidavits?   | Yes <input type="checkbox"/>            | No <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| • Notice of debriefing?   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/>            |
| • Notice of opportunity to request reconsideration?                                 | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |   |
| • Notice Agency Procurement File is on website?                                     | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |   |

Date Notice of Intent to Award Posted to Agency Website 8/18/25

Date Agency Procurement File Posted to Agency Website 8/18/25

Date Notice of Intent to Award posted to the Procurement Portal 8/18/25

Date Notice of Intent to Award sent to all Offerors 8/18/25

Contract awarded to the lowest priced responsive and responsible Offeror? Yes ☒ No ☐

### Debriefings

#### Section 6.9.2

Was a debriefing offered? Yes ☒ No ☐

If yes, have all debriefings been completed? Yes ☒ No ☐

If no, what is the anticipated date of completion? \_\_\_\_\_

The debriefings must be completed and the memorandum required by Section 6.9.2 must be submitted to OPSCR prior to the date of the PPRB meeting.

### Request for Reconsideration of the Intent to Award

#### Section 6.9.3

Provide as many copies of this form as necessary to report all Requests for Reconsideration

The following offerors requested reconsideration of the intent to award

☒ None

Offeror

Date Request Received by Agency

_____	_____
_____	_____
_____	_____
_____	_____

Date Request & Agency Response Posted to the Agency Website \_\_\_\_\_

Date Request & Agency Response Posted to the Procurement Portal \_\_\_\_\_

Date Request & Agency Response Sent to all Prospective Bidders \_\_\_\_\_

If more than one request for reconsideration was received and the agency did not post the response to all requests on the same day, the agency should supplement this form with the date each response was posted on the Agency website, posted on the procurement portal, and sent directly to all prospective bidders.

### Contract

#### Chapter 14, Appendix E

Provide the RFP/RFQ and contract page number

	RFP/RFQ	Contract
• Services to be performed/deliverables to be provided	1,2	1,2
• Period of performance	5	2
• Cost of services	6	2
• Insurance and/or bonding requirements	na	na
• Price adjustment language	na	na

Explain any discrepancies between the RFP/RFQ language and the contract language regarding the above matters, if any.

We did not require insurance and bonding or price adjustments.



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Request for Proposals or Requests for Qualifications

State the page number in the contract where the following required clauses are located

<u>2</u>	Applicable Law Clause
<u>3</u>	Approval Clause
<u>3</u>	Availability of Funds Clause
<u>8</u>	Compliance with Equal Opportunity in Employment Policy Clause
<u>4</u>	Compliance with Laws Clause
<u>4</u>	Contractor's Representation Regarding Contingent Fees Clause
<u>7</u>	E-Payment Clause
<u>7</u>	E-Verification Clause
<u>8</u>	No Limitation of Liability
<u>3</u>	Paymode Clause
<u>4</u>	Procurement Regulations Clause
<u>8</u>	Property Rights for the contract Clause
<u>4</u>	Representation Regarding Gratuities Clause
<u>7</u>	Required Public Records and Transparency Clause
<u>6</u>	Stop Work Order Clause
<u>3</u>	Termination Clause

**Contract Approval**

Sections 1.2.1, 1.2.2, 6.9.4, and 14.8

Date Submitted to OPSCR 8/26/25

Requested PPRB Meeting Date 10/1/25

Contract Effective Date\* 1/1/26

\*The Contract Effective Date cannot be prior to the PPRB Meeting Date.

The contract requires regulatory board approval (other than PPRB)? Yes ☐ No ☒

Board \_\_\_\_\_

Expected Board Meeting Date \_\_\_\_\_

A copy of the Minutes showing the Regulatory Board approved the contract is required before final approval.

Contractor is qualified to do business in the State per Miss. Code §79-4-15.01? Yes ☒ No ☐

Provide documentation of registration and good standing with the Mississippi Secretary of State.

Insurance Requirements in Contract (type of insurance and amount)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

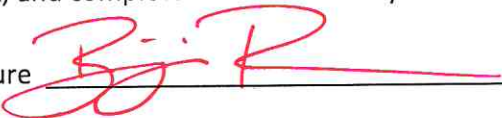
New Contract Submission  
Request for Proposals or Requests for Qualifications

_____ \$ _____ _____ \$ _____
A current Certificate of Insurance reflecting the required coverage must be submitted to OPSCR.
Does the contract require that the Agency be listed as an Additional Insured? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What is the funding source for this contract? <u>100</u> % State General Funds _____ % Federal Funds _____ % Grant Funds (describe Grant) _____ _____ % Other (describe) _____
Did the agency submit the procurement to OPSCR for a compliance review as described in Section 1.2.3 during the procurement process? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>If yes, all communication with OPSCR during the compliance review regarding the review shall be submitted with the contract.</small>
Was there a conflict between the procurement requirements of the funding source and the PPRB OPSCR Rules and Regulations? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>If yes, the memo required by Section 1.3.2 shall be submitted to OPSCR.</small>
Did the agency take any specific action to preserve the procurement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>If yes, the memorandum required by Section 1.4.8.1 shall be submitted to OPSCR.</small>
Did the Agency make decision(s) during the procurement process implicating the principles of competition, fairness, and transparency? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, explain the facts underlying the decision and the legitimate business purpose supporting the agency's decision.          
Has the Agency Head delegated authority to a designee to execute the contract? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>If yes, the memorandum required by Section 14.9 shall be submitted to OPSCR.</small>
Are these services currently being provided to the Agency? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, who is currently providing the services? <u>Hayco llc</u> _____ _____
Agency Representative for PPRB Meeting <u>Benjamin Purser</u> Email Address <u>bpurser@brc.ms.gov</u> Telephone Number <u>601-867-5000</u>

Responsible Agency Official Benjamin Purser  
Title Procurement Agent II  
Telephone Number 601-867-5000 EXT. 75013  
Email Address bpurser@brc.ms.gov

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Request for Proposals or Requests for Qualifications

By signing below, I certify that all information provided herein and/or uploaded to MAGIC is true, correct, and complete to the best of my knowledge.

Signature  Date 8/26/25

OPSCR USE ONLY

Primary Analyst \_\_\_\_\_ Signature \_\_\_\_\_

Secondary Analyst \_\_\_\_\_ Signature \_\_\_\_\_

NOTES



New Contract Submission  
Request for Proposals or Requests for Qualifications

Agency Procurement File Appendix D						
Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
0.1	<b>Purview Determination</b> Communication with DFA and/or ITS regarding purview of the procurement	X			X	X
1.1.8	<b>PPRB's Discretionary Authority</b> Any requests for exceptions to regulatory or statutory requirements	X		X	X	X
1.2.3	<b>Compliance Review</b> Documentation regarding any compliance review(s) previously conducted by OPSCR	X			X	X
1.3.2	<b>Funding Source Conflict</b> Written determination of conflict with funding source procurement rules; action taken	X		X	X	X
1.4.2	<b>Competition, Fairness, and Transparency</b> Legitimate business reason(s) for decisions impacting competition, fairness, or transparency of procurement	X		X	X	X
1.4.8	<b>Preservation of Procurement</b> A memorandum explaining any decisions made to preserve the procurement	X		X	X	X
1.4.9	<b>Authorized to do Business in the State</b> Contractor's registration with the Mississippi Secretary of State (good standing)		X		X	X
Chapter 4	<b>Request for Information</b> Content of RFI, proof of publication, responses received, required written determination	X			X	X

New Contract Submission  
Request for Proposals or Requests for Qualifications

Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
6.3	<b>Petition for Relief</b> Petition for relief as approved by PPRB, PPRB minutes showing approval		X	X	X	X
6.4	<b>Request for Proposals or Request for Qualifications</b> Full solicitation document as issued by the Agency		X	X	X	X
6.5	<b>Public Notice</b> Proof of publication in the newspaper, procurement portal, website, and direct solicitation of 3 bidders; written determination if advertising less than 30 days		X	X	X	X
6.5.4	<b>Request for Reconsideration of the Terms of the Solicitation</b> Any requests received; the Agency response; proof of distribution of the Agency response directly to offerors, on website, and on procurement portal; memorandum regarding reasonable time between response and submission deadline (if applicable)	X		X	X	X
6.6.1	<b>Letters of Intent</b> A copy of all letters of intent received by the Agency	X		X	X	X
6.6.2	<b>Pre-Submission Conference</b> Record of attendees, recording of the conference (if one is made), any documentation provided to conference attendees, amendments issued to the RFP/RFQ	X		X	X	X
6.6.4	<b>RFP/RFQ Amendments (including Q&amp;A)</b> All amendments issued; proof of distribution directly to offerors, on website, and on procurement portal; memo regarding reasonable time for distribution (if applicable)	X		X	X	X
6.7	<b>Receipt of Proposals or Qualifications</b> Proof of date and time all proposals or qualifications were received; written determination regarding consideration of late proposals or qualifications (if applicable)		X	X	X	X
6.7.3	<b>Proposal or Qualification Acceptance</b> Documentation regarding the modification, withdrawal, or confirmation of proposals or qualifications and/or any minor informalities waived by the Agency (if applicable)	X		X	X	X

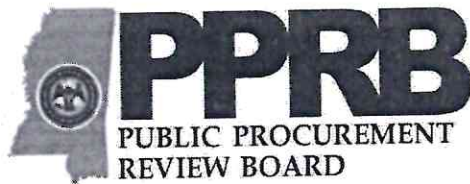
New Contract Submission  
Request for Proposals or Requests for Qualifications

Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
6.7	<b>All Proposals or Qualifications Received</b> Full copies of all proposals or qualifications submitted to OPSCR; redacted copies posted on Agency website		X	X	X	X
6.8.2.1	<b>Acknowledgement of Amendments</b> Every offeror's acknowledgement of every amendment (in writing)	X		X	X	X
6.8.1	<b>Conflict of Interest Certifications</b> The list of offerors, their principals, their parent organizations, and their subsidiary organizations which was provided to those executing conflict of interest certifications; all executed certifications with the Mississippi Ethics in Government laws attached		X	X	X	X
6.8.4 and 6.8.5	<b>Evaluation of Proposals or Qualifications</b> Any documentation created by the procurements officials, the evaluation committee, or the advisors to the evaluation committee regarding the responsive and responsible determination and points allocated to the offerors; documentation of any discussions with offerors; post evaluation affidavits (if applicable)		X	X	X	X
6.8.4.6	<b>Best and Final Offers</b> Documentation regarding any requests for BAFOs; all responses received; recalculation of Price points; and memorandum regarding BAFOs requested more than once (if applicable)	X		X	X	X
6.8.4.8	<b>Single Proposal or Qualification Received</b> Required written determination	X		X	X	X
6.9	<b>Notice of Intent to Award and Evaluation Committee Report</b> Notice of Intent to Award and Evaluation Committee Report, including all required documents; proof of distribution directly to offerors, on website, and on procurement portal, information regarding debriefings, requests for reconsideration, and the Agency Procurement File on the website (screenshot)		X	X	X	X



New Contract Submission  
Request for Proposals or Requests for Qualifications

Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
6.9.2	<b>Debriefings</b> List of offerors requesting a debriefing and when each debriefing was completed; any other documentation	X			X	X
6.9.3	<b>Request for Reconsideration of Intent to Award</b> Any requests received and all related correspondence; the Agency response; proof of distribution of the Agency response directly to offerors, on website, and on procurement portal		X		X	X
6.9.4 and 6.9.5	<b>PPRB Approval</b> Correspondence with OPSCR, PPRB agenda, PPRB minutes with approval, Notice of Contract Award		X			X
6.10	<b>Cancellation or Rejection of Individual Proposals or Qualifications</b> Notice of cancellation and proof of distribution; required written determination; correspondence regarding rejection of individual proposals or qualifications; information regarding disposition of proposals or qualifications	X		X	X	X
Chapter 14	<b>Contract</b> Full contract submitted to OPSCR; contract with trade secrets redacted on website		X	X	X	X
14.8.3	<b>Regulatory Board Approval</b> Board minutes or letter from board chair confirming approval	X			X	X
14.9	<b>Agency Head Designee for Contract Execution</b> Written delegation by the Agency Head for designee to execute contracts	X			X	X
Appendix E	<b>Exception Request for Required Clauses</b> Letter from Agency legal counsel requesting exception; approval by OPSCR	X			X	X



**Petition for Relief from Competitive Sealed Bidding Requirements**

Miss. Code Ann. § 31-7-403 and § 31-7-413

PPRB OPSCR Rules and Regulations Sections 3-201, 3-203.01(g)(2), and 7-103

**Agency:** Boswell Regional Center

**Requested Date for PPRB Approval:** June 4, 2025

**Procurement Method Requested:** RFQ

**Intended Initial Contract Term:** 5 year

**Intended Renewal Terms Available:** 0

**Number of Contracts Intended to be Awarded:** 1

**The Agency intends to solicit the following service(s) and/or scope of work:**

The Contractor will provide primary medical care for the Brookhaven and Wesson Group homes as well as the Mississippi Adolescent Center in Brookhaven. The Medical Care Provider will provide additional medical services for the clients requested by Medical Services Staff at these locations. Services will be per month on a 24-hour basis, seven days a week as needed. Filing for reimbursement from Medicare, Medicaid, or private insurance for services provided that may be payable prior to billing Boswell Regional Center.

? Performing a physical examination every 12 months or as requested on each client.

? Providing on-site visits will be required.

? Providing for clients medical/medication needs in routine and emergency situations (illness/accidents).

? Reviewing and documenting on accident/incident forms as needed

? Writing orders, co-signing verbal orders, reviewing lab, x-ray and all other test results, writing progress notes in the medical chart each time client is seen.

? Ensuring recommended annual and other screening exams, labs, and/or consultations are done as per current standards of care and client's individual needs.

? Referral of clients for consultations with specialists, preferably those who accept Medicaid/Medicare or the client's private insurance, as required

? Reviewing and signing all consultant orders and recommendations.

? Transferring clients to medical facilities as required.

? Writing orders for bed rest when indicated and re-writing bed rest orders every three (3) days for the duration of the illness, using the appropriate forms provided by Boswell Regional

As explained below, use of an Invitation for Bids is:

- ☐ not practicable  
☐ not advantageous  
☒ both

This contract is for a medical Doctor and Howell medical service director position. The winner of the solicitation will need to be experienced not only as a medical doctor but also with the IDD community. The following are needed and are more important than that of the cost.

- A. Education, MD or DO
- B. Valid MS license to practice
- C. DEA license
- D. Complete application
- E. Number of years' experience (2) minimum
- F. Experience with the IDD Population (2) Minimum
- G. Experience with Psychiatric Population including Autism (2) Minimum
- H. Board Certification
- I. Special Training
- J. Price

With the need of qualified and seasoned Medical Doctors, we want to insure our populace receive the best quality care. If we go just by price, we risk the chance of receiving a lowest bid from someone straight out of medical school that has not worked at a hospital at all. We would like not to be seen as a facility that only cares about money and not the individuals in

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**The Agency intends to use the following Evaluation Factors:**

Management 35 points

1. Project management (degree proposed scheduling timeline meets needs) 8 points
2. History and experience in performing the work via reference checks (record of reliability of timely delivery and on-time and on budget implementation; track record of service as evidenced by on-time, on budget, and contract compliance performance; documented industry or program experience; any record of poor business ethics.) 9 Points
3. Availability of personnel, facilities, equipment and other resources (in-house resources vs. contracted resources) 9 points
4. Qualification and experience of personnel (documented experience performing similar work by employees and when appropriate, subcontractor; cultural sensitivity in hiring and training staff or diversity in the offeror's staff) 9 Points

Technical factors 30 Points

1. Degree in which the offeror's proposal demonstrates a clear understanding of the scope of work and related objectives or an understanding of what work needs to be done. 7 Points
2. Degree to which the offeror's proposal or qualification demonstrates a capability to fulfill the requirements of the job or specific RFP or RFQ requirements. 7 Points
3. Degree of relevance of past performance or documented related/similar methodology used in the past 8 points



Petition for Relief from  
Competitive Sealed Bidding Requirements

Is the Agency requesting to score Cost openly? Yes ☒ No ☐  
If yes, please provide an explanation:

Are these services currently being provided to the Agency? Yes ☒ No ☐  
If yes, who is currently providing the services?

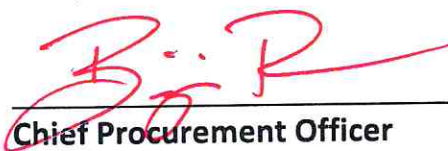
Hayco LLC

Agency Representative for PPRB Meeting: Benjamin Purser, Amanda Diaz

The Agency Representative will attend: In Person ☒ Remote ☐

\*The option to attend remotely is not available to Agencies located in Hinds, Rankin, or Madison counties.

By signing below, I certify that all information provided herein is true, correct, and complete to the best of my knowledge.

  
Chief Procurement Officer

4/22/25  
Date

Chief Procurement Officer Name: Benjamin Purser

Telephone Number: 601-867-5000 Email Address: bpurser@brc.ms.gov

*The PPRB may modify or revoke its approval of the Petition for Relief at any time. The Board's approval must be "reviewed for current applicability from time to time." Miss. Code Ann. §31-7-403(4). Therefore, a solicitation cannot be issued from this Petition for Relief if the Board's approval occurred more than one year prior to the date the solicitation will be issued.*

### **Medical Doctor**

Boswell Regional Center (BRC) will accept Request for Qualifications (RFQ) until 10:00 AM (Central Time), August 7, 2025 for the purpose of hiring one (1) Medical Doctor to provide Medical Services for the Wesson and Brookhaven group homes as well as the Mississippi Adolescent Center in Brookhaven. This contract will also provide as Medical Services Director for Boswell Regional Center. A written statement of Qualification along with supporting credentials to serve in this capacity should be contained in a sealed envelope with a separately sealed envelope containing the price proposal. The SOQ can be picked up in the Business Services Building, 1049 Old Simpson Hwy. 149, or by contacting Benjamin Purser at [bpurser@boswell.state.ms.us](mailto:bpurser@boswell.state.ms.us). The SOQ can be mailed or hand delivered to the Business Services Building, 1049 Old Simpson Hwy. 149/ P.O. Box 128, Magee MS 39111 at Benjamin Purser's attention. For more information, call 601-867-5000 extension 75013. RFQ's may also be printed online with the magic portal at <http://Portal.magic.ms.gov>. RFX# 3120003170

## Medical Doctor

Boswell Regional Center (BRC) will accept Request for Qualifications (RFQ) until 10:00 AM (Central Time), August 7, 2025 for the purpose of hiring one (1) Medical Doctor to provide Medical Services for the Wesson and Brookhaven group homes as well as the Mississippi Adolescent Center in Brookhaven. This contract will also provide as Medical Services Director for Boswell Regional Center. A written statement of Qualification along with supporting credentials to serve in this capacity should be contained in a sealed envelope with a separately sealed envelope containing the price proposal. The SOQ can be picked up in the Business Services Building, 1049 Old Simpson Hwy. 149, or by contacting Benjamin Purser at [bpurser@boswell.state.ms.us](mailto:bpurser@boswell.state.ms.us). The SOQ can be mailed or hand delivered to the Business Services Building, 1049 Old Simpson Hwy. 149/ P.O. Box 128, Magee MS 39111 at Benjamin Purser's attention. For more information, call 601-867-5000 extension 75013. RFQ's may also be printed online with the magic portal at <http://Portal.magic.ms.gov>. RFX# 3120003170

### 1.0 Purpose

The Contractor will provide medical care for the Brookhaven and Wesson Group homes as well as the Mississippi Adolescent Center in Brookhaven. The Medical Care Provider will provide medical services for the client as requested by Medical Services Staff at the locations. Services will be per month on a 24-hour basis, seven days a week as needed. The medical care provider will provide medical appointments and services in the community as needed.

- Filing for reimbursement from Medicare, Medicaid, or private insurance for services provided that may be payable prior to billing Boswell Regional Center.
- Performing a physical examination every 12 months or as requested on each client.
- Providing home visits will be required.
- Providing for clients medical/medication needs in routine and emergency situations (illness/accidents).
- Reviewing and documenting on accident/incident forms as needed
- Writing lab orders, reviewing lab results, writing progress notes in the medical chart each time client is seen.
- Ensuring recommended annual and other screening exams, labs, and/or consultations as per current standards of care.
- Referring to clients for consultations with specialists, preferably those who accept Medicaid/Medicare or private insurance of the client, as required
- Reviewing and signing all consultant orders and recommendations.
- Transferring clients to medical facilities as required.
- Writing orders for bed rest when indicated and re-writing order every three (3) days for the duration of the illness, using the appropriate forms provided by Boswell Regional Center, Physical examination, Doctors order forms, etc.
- Providing and documenting medical rationale for prescribed medical.



- notifying the ICF/MR Director of Nursing or designee to schedule leave time and arranging alternative coverage during absence.
- To complete and sign 60-day re-certification and complete progress notes.

The contractor will also serve as Medical Director for Boswell Regional Center. Medical Director Oversight will include the oversight of care by mid-level provider, phone consultation, reviews of client charts, occasional consultation with BRC Leadership and Medical Service staff. Medical Director oversight will include initial assessments and physical assessments for admission to BRC. The nature and scope of work will be to provide medical services for BRC residents as requested by Medical Services staff. The contractor will provide daily after-hours medical calls as needed when the mid-level provider is not available.

## **2.0 Background**

- BRC is a licensed healthcare facility that provides an array of services to adults with intellectual and developmental disabilities. These include medical care, clinical services, individualized training, home services, and community programs.
- BRC is operated by the Mississippi State Department of Mental Health. It is located about 50 miles south of Jackson, Mississippi on Highway 149.
- BRC is licensed by the Department of Health for 160 beds with an average daily census of 150 clients.
- BRC clients are served on the grounds of the main campus and in group homes located in Magee, Wesson, and Brookhaven.

## **3.0 Definitions**

- RFQ- Request for Qualifications
- SOQ- Statement of Qualifications
- Respondent- An individual who submits or intends to submit a proposal in response to this RFQ
- Request for Qualifications
- BRC- Boswell Regional Center

- **Must/Mandatory/Required-** A requirement that must be met for a proposal to receive consideration.
- **Contract-** The written agreement resulting from this Request of Qualifications/Statement of Qualifications executed by BRC and contractor.

#### **4.0 Minimum Qualifications**

##### **Education:**

Graduation from an accredited school of medicine with a Medical Doctor or Doctor of Osteopathy degree;

##### **AND**

##### **Certification, Licensure and/or Registration:**

Licensed to practice medicine as a physician in the State of Mississippi.

##### **Required Documentation:**

Applicant must attach a valid copy of his/her permanent license to practice medicine as a physician in the State of Mississippi.

#### **5.0 Essential Functions**

- Providing routine and emergency medical care as needed for individuals;
- Assessing the mental status of patients/individuals;
- Admitting patients to Boswell Regional Center;
- Managing the medical care of inpatients at Boswell Regional Center ICF/IDD;
- Monitoring labs and making referrals as needed;
- Transferring patients to outside entities and/or to hospitals or higher level of care;
- Abiding by all of the BRC policies and procedures, DMH policies, and CMS Standards.

## 6.0 Performance Measures

- Providing routine and emergency medical care as needed for individuals;
- Assessing the mental status of patients/individuals;
- Admitting patients to Boswell Regional Center ICF/IDD;
- Managing the medical care of inpatients at Boswell Regional Center ICF/IDD;
- Monitoring labs and making referrals as needed;
- Transferring patients to outside entities and/or to hospitals or higher level of care;
- Abiding by all of the BRC policies and procedures, DMH policies, and CMS Standards;

Evaluation of SOQ will be based upon weighted scoring from the respondent's content.

Performance of the services will begin on January 1 2026 and will continue for five (5) Type of contract will be a firm fixed price.

The RFQ, Its attachments, the offeror's qualification, and the Best and final Offer, if Applicable, Shall be incorporated into the successful offeror(S) contract.

The RFQ may be canceled at the sole discretion of the Agency pursuant to the requirement in Section 6.10.

The Qualification may be rejected in whole or in part when in the best interest of the Agency pursuant to the requirements in Section 6.10

The qualification offers the notice of the opportunity to request reconsideration of the terms of the solicitation, which can be viewed in Section 6.5.4 of the PPRB OPSCR Rules and Regulations.

In addition to the completed unredacted version of the proposal or qualification, the offeror shall submit a copy of the qualification with information the offeror deems confidential commercial and financial information and/or trade secrets in accordance with Mississippi Code Annotated 25-61-9, 75-26-1 through 75-26-19 and/or 79-23-1 redacted in black.

Offeror may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR rules and regulations if the Agency or the PPRB determine that redactions made by the offeror were made in bad faith in order to prohibit public access to portions of the proposal or qualification which are not subject to Mississippi code annotated 25-61-9, 75-26-1 through 75-26-19 and/or 79-23-1.



If the offeror that the redacted version of the Qualification- or if an offeror does not produce a redacted version, the full proposal or qualification- will be released at the Agency's sole discretion, without notice to the offeror, and will be produced as a public record exactly as submitted.

The deadline for submission of the SOQ will be August 7, 2025 at 10:00 AM.

**7.0 The following response format shall be used for all submitted SOQ's:**

- Boswell will accept written SOQ's with a content of the following:
- Personnel: Attach resumes of all those who will be involved in the delivery of service that includes their experience in this area of service delivery. Indicate the level of involvement by principals of the firm in the day-to-day operation of the contract.
- List of principals, parent organizations, and subsidiary organizations in the qualifications.
- Acceptance of Conditions: Indicate any exceptions to the general terms and conditions of the bid document and to insurance, bonding and any other requirements listed.
- Minimum Information: all information listed in the following section Minimum Information, section 8.0.
- Additional Data: Provide any additional information that will aid in evaluation of this SOQ.
- Cost Data: Estimate the annual cost of the service. Cost data submitted at this stage is not binding and is subject to negotiation if your firm is chosen as a finalist. Include the number of personnel proposed to be assigned to the contract and the total estimated cost of the labor portion of the contract (include a sample staffing chart). Identify all non-labor costs and their estimated totals.

**8.0 Minimum Information**

- The name of the respondent, the location of the respondent's principal place of business and, if different, the place of performance of the proposed contract;
- The age of the respondent's business and average number of employees within the last two (2) years, except when respondent is a contract worker as defined in accordance with Section 3-101.04 in the Personal Service Contract Review Board, Rules and Regulations.
- The qualifications, including licenses, certifications, education, skills, and experience of all persons who would be assigned to provide the required services: and

- A listing of other contracts under which services similar in scope, size, or discipline to the required services were performed or undertaken within the last the (2) years.

## 9.0 Evaluation of SOQ

Written SOQs submitted to BRC will be evaluated by the following factors:

- Management 35 points
  1. Project management (degree proposed scheduling timeline meets needs) 8 points
  2. History and experience in performing the work via reference checks (record of reliability of timely delivery and on-time and on budget implementation; track record of service as evidenced by on-time, on budget, and contract compliance performance; documented industry or program experience; any record of poor business ethics.) 9 Points
  3. Availability of personnel, facilities, equipment and other resources (in-house resources vs. contracted resources) 9 points
  4. Qualification and experience of personnel (documented experience performing similar work by employees and when appropriate, subcontractor; cultural sensitivity in hiring and training staff or diversity in the offeror's staff) 9 Points
- Technical factors 30 Points
  1. Degree in which the offeror's proposal demonstrates a clear understanding of the scope of work and related objectives or an understanding of what work needs to be done. 7 Points
  2. Degree to which the offeror's proposal or qualification demonstrates a capability to fulfill the requirements of the job or specific RFP or RFQ requirements. 7 Points
  3. Degree of relevance of past performance or documented related/similar methodology used in the past. 8 points
  4. Degree in innovative technology and techniques used.
- Cost factor 35 points
  1. Pricing through sealed proposal 35 points

## 10.0 Multi-step sealed qualifications

BRC will be using the multi-step sealed qualifications method in determining an awarded contract. Multi-step sealed qualifications is a two-phase process consisting of the following:

- First phase- the respondent's statements of qualifications are evaluated and a determination is made as to whether a respondent is qualified: and,

- Second phase- the respondents whose statements of qualifications are determined to be qualified based on the evaluation of the criteria from the first phase have their sealed pricing documents opened.

Multi-step sealed qualifications shall include the following:

- That sealed pricing offers are requested;
- The sealed pricing offers are to be submitted at the same time as the statements of qualifications (pricing documents shall be submitted in a separate sealed envelope);
- This is a multi-step sealed qualifications procurement, and the pricing documents will be considered only in the second phase and only from those respondents who are found to be qualified in the first phase;
- BRC will evaluate the Statements of Qualifications with pricing added in as a weighted factor of 35%
- The BRC Procurement Officer may conducted with offers who submit proposals or qualifications determined to be reasonably susceptible of being selected for award, but that proposals or qualifications may be accepted without such discussions.
- That the service being procured shall be furnished in accordance with the respondent's SOQ as found to be finally acceptable and shall meet the requirements of the Request for Qualifications.

#### **11.0 Pricing will be through sealed proposal**

The offer will be submitted at the same time as the statement of qualifications and will be submitted in a separately sealed envelope. Please list price per hour for normal working hours: Example \$10 per normal work hours.

The original copy of the price proposal shall be signed and submitted in a sealed envelope or package to the Employment Services Building (across from campus main entrance), 1049 Old Simpson Hwy. 149/P.O. Box 128, Magee MS 39111 no later than April 20, 2020 at 10:00 AM. Timely submission of the price proposal is the responsibility of the respondent. Price Proposals received after the specified time shall be rejected and returned to the respondent unopened. The envelope or package shall be marked



with the price proposal. Each page of the price proposal and all attachments shall be identified with the name of the respondent.

## **12.0 Price Proposal Withdrawal**

- If the price proposal is substantially lower than those of other respondents, a mistake may have been made. A respondent may withdraw his/her proposal from consideration if certain conditions are met:
- The proposal is submitted in good faith;
- The price proposal is substantially lower than those of other respondents because of a mistake;
- Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the proposal demonstrated clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material;
- To withdraw a proposal that includes a clerical error after the opening, the respondent must give notice in writing to BRC of claim of right to withdraw a proposal. Within two (2) business days after the opening, the respondent requesting withdrawal must provide to BRC all original work papers, documents, and other materials used in the preparation of the proposal;
- A respondent may also withdraw a proposal, prior to the time set for the opening of proposal, by simply making a request in writing to BRC. No explanation is required;
- A respondent may also withdraw a proposal if BRC fails to award or issue a notice of intent to award the proposal within two (2) working days after the date fixed for the opening of the price proposal;
- No respondent who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the contract is awarded, or otherwise benefit from the contract;
- No partial withdrawals of a proposal are permitted after the time and date set for the SOQ opening; only complete withdrawals are permitted.

### **13.0 Method of Award**

Awards may be made up to one (1) vendor receiving the highest scores during the evaluation process.

### **14.0 Proposal Certification**

The respondent agrees that submission of a signed proposal is certification that the respondent will accept an award made to it as a result of the submission.

### **15.0 Proposal Investigations**

Before submitting a proposal, each respondent shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the BRC upon which the proposal will rely. If the respondent receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the respondent from its obligation to comply in very detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever for additional compensation.

### **16.0 Debarment**

By submitting a proposal, the respondent certifies that it is not currently debarred from submitting proposals/bids for contracts issued by any political subdivision or agency of Mississippi, and that it is not an agent of a person or entity that is currently debarred from submitting proposal/bids for contract issued by any political subdivision or agency of Mississippi.

### **17.0 Exceptions**

Respondents taking exception to any part or section of the solicitation shall indicate such exceptions on the proposal. Failure to indicate any exception will be interpreted as the respondent's intent to comply fully with the requirements as written. Conditional or qualified proposals/bids, unless specifically allowed, shall be subject to rejection in whole or in part.

## **18.0 Expenses Incurred in Preparing Proposal**

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.

## **19.0 Late Submissions**

- A proposal received at the place designated in the solicitation for receipt of proposal after the exact time specified for receipt will not be considered unless it is the only proposal received, or it is received before award is made and was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of the RFQ. It must be determined by BRC that the late receipt was due solely to mishandling by BRC after receipt at the specified address.
- The only acceptable evidence to establish the date of mailing of a late proposal is the U.S. Postal Service postmark on the wrapper or on the original receipt form the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Respondents should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.
- The only acceptable evidence to establish the time of receipt at the office identified for proposal opening is the time and date stamp of that office on the proposal wrapper or other documentary evidence of receipt used by that office.

## **20.0 Nonconforming Terms and Conditions**

A proposal response that includes terms and conditions that do not conform to the terms and conditions in the RFQ document is subject to rejection as non-responsive. BRC reserves the right to permit the Respondent to withdraw nonconforming terms and conditions from its proposal response prior to a determination by BRC of non-responsiveness based on the submission of nonconforming terms and conditions.



## **21.0 Reservation of Rights**

Any and all forms, reports, designs, and other materials prepared by Respondents for the BRC shall be used by the program and Mississippi Department of Mental Health only for its own internal operations. BRC retains all rights and interest in said reports.

## **22.0 Applicable Law**

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of law's provisions and any litigation with respect hereto shall be brought in the courts of the State.

## **23.0 Availability of Funds**

It is expressly understood and agreed that the obligation of **Boswell** to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt the appropriated 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 of funding, Boswell shall have the right upon 10 business days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expense to the Boswell of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

## **24.0 Representation Regarding Contingent Fees**

The respondent represents that it has not retained a person to solicit or secure a program contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the consultant's bid or proposal.

## **25.0 Prospective Contractor's Representation Regarding Contingent Fees**

The prospective Contractor represents as a part of such Contractor's bid or proposal that such Contractor has/has not (use applicable word or words) retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

## **26.0 offerors Representation Regarding Gratuities**

By responding to the solicitation, the offeror represents that it 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 with the offeror's response.

## **27.0 Acknowledgment of Amendments**

Offerors shall acknowledge receipt of any amendment to the RFQ in writing. The acknowledgement shall be submitted by Email. Each offeror shall submit a written acknowledgement of every amendment to the Boswell on or before the submission deadline.

## **28.0 Certification of Independent Price Determination**

By submitting a [bid, proposal, qualification], the [bidder, 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 [bidder, offeror] or competitor for the purpose of restricting competition.

## **29.0 Procurement Regulations**

This [solicitation, contract] shall be governed by the applicable provisions of the Public Procurement Review 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](http://www.dfa.ms.gov)). Any [bidder, 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.

## **30.0 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 commercial or financial information and shall be available for examination, copying, or reproduction.

### **31.0 Transparency**

This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated 25-61-1 et seq. and Mississippi Code Annotated 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated 27-104-151 et seq. Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by respondent as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside applicable freedom of information statutes, will be redacted.

### **32.0 Compliance with Laws**

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

### **33.0 Debriefing Request**

A vendor, successful or unsuccessful, may request a post award vendor debriefing, in writing, by U.S. mail or electronic submission, to be received by the agency within three (3) business days of notification of the contract award. A vendor debriefing is a meeting and not a hearing; therefore, legal representation is not required. If a vendor prefers to have legal representation present, the vendor must notify the agency and identify its attorney. The agency shall be allowed to schedule and/or suspend and reschedule the meeting at a time when a representative of the Office of the Mississippi Attorney General can be present.

### **34.0 HIPAA**

Respondent agrees to comply with the Final Omnibus Rule of the Health Insurance Portability and Accountability Act of 1996 and any amendments there too, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the service under this contract.



### **35.0 E-Payment**

Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The Agency 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 the Agency within 45 calendar days of receipt of invoice. Mississippi Code Annotated § 31-7-301, et seq

### **36.0 E. Verification**

If applicable, 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. Contractor agrees to provide a copy of each verification upon request of the Boswell subject to approval by any agencies of the United States Government. 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 clause may subject 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 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, Contractor would also be liable for any additional costs incurred by the Agency due to Contract cancellation or loss of license or permit to do business in the state.

### **37.0 Paymode**

Payments by Boswell 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 Contractor's choice. Boswell] may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the Agency is exempt from the payment of Mississippi taxes. All payments shall be in United States currency.

### **38.0 Stop Work Order**

Boswell may, by written order to Contractor at any time, require 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 Boswell. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize any further cost to the Boswell.

Upon expiration of the stop work order, Contractor shall resume providing the services which were subject to the stop work order, unless the Boswell has terminated that part of the agreement or terminated the agreement in its entirety. Boswell is not liable for payment for services which were not rendered due to the stop work order.

### **39.0 Approval**

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

### **40.0 COMPLIANCE WITH EQUAL OPPORTUNITY IN EMPLOYMENT POLICY**

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

### **41.0 CONTRACT RIGHTS**

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

### **42.0 Property Rights**

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

### **43.0 Representation Regarding Gratuities**

[Offeror, Contractor] represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of Boswell 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. [Offeror,



Contractor] further represents that no employee or former employee of Boswell 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 [offeror, contractor]. [Offeror, 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.

#### **44.0 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](http://www.transparency.ms.gov) and shall be available for at the Agency for examination, inspection, or reproduction by the public. The [bidder, offeror, applicant, contractor] acknowledges and agrees that Boswell 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.

#### **45.0 Termination**

Termination for Convenience. Boswell may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. Boswell 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 Boswell 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, Boswell may terminate the contract for default and the Contractor will be liable for the additional cost to Boswell 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.

**The deadline for submission of questions will be July 25, 2025**

Offerors shall acknowledge which of the following statements is applicable regarding release of its qualification as a public record. An offeror may be deemed non-responsive if the offeror does not acknowledge either statement, acknowledges both statements, or fails to comply with the requirements of the statement acknowledged.

Choose one:

\_\_\_\_ Along with a complete copy of its Qualification, offeror has submitted a second copy of the qualification in which all information offeror deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Offeror acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR rules and regulations if Boswell or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the qualification which are not subject to Mississippi Code Annotated 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Offeror acknowledges and agrees that Boswell may release the redacted copy of the qualification at any time as a public record without further notice to offeror. An offeror who selects this option but fails to submit a redacted copy of its qualification may be deemed non-responsive.

\_\_\_\_ Offeror hereby certifies that the complete unredacted copy of its qualification may be released as a public record by Boswell at any time without notice to offeror. The qualification contains no information offeror deems to be confidential commercial and financial information and/or trade secrets in accordance with Mississippi code annotated 25-61-9, 75-26-1 through 75-26-19 and/or 79-23-1. Bidder explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its bid as provided in Mississippi Code Annotated 25-61-9(1)(a). An offer who selects this option but submits a redacted copy of its Qualification may be deemed non-responsive.





RFx number : 3120003170			Submission Date : 08/07/2025 Time : 10:00:00 CST			
Smart number : 3382-25-R-RFPR-00001			Opening Date : 08/07/2025 Time : 10:00:00 CST			
Item	Change Indicator	Product No. / Mfg. Part No.	Description	Delivery / Req.date	Qty	Unit
# 1			Product Category : 94874 medical doctor and director		1.000	AU



**Boswell  
Regional  
Center**

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[Home](#) » [RFP and Purchasing Bids](#)

# RFP and Purchasing Bids

[Personal Service Contract Psychiatrist MD RFX# 3150006374](#)

[Medical Doctor RFX# 3120003170](#)

Boswell Regional Center  
PO Box 128 / 1049 Simpson Highway 149  
Magee, MS 39111  
Phone: (601) 867-5000  
Fax: (601) 867-5085

[Contact Us](#)  
[Privacy Policy](#)

[ms.gov Home](#) | [ms.gov Site Policies](#) | [ms.gov Help Center](#) | [Transparency.ms.gov](#)

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## Benji Purser

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**From:** Benji Purser  
**Sent:** Thursday, June 26, 2025 7:48 AM  
**To:** madisonmartin@covingtoncountyhospital.com  
**Subject:** RFX3120003170  
**Attachments:** Bid packet RFX 3120003170.pdf

Madison, thank you for taking my call can you please print the attached and deliver to Dr. Blackledge.

Please see attached bid packet for submission for the up coming contract. Please make sure to read about the redacted copy that will need to be turned in if you have anything that falls under the guidelines that you do not want posted into the public view of the contract if awarded.

Thank you

Benjamin Purser, CMPA.  
Boswell Regional Center  
Purchasing Department  
601-867-5000 Ext. 75013  
[bpurser@brc.ms.gov](mailto:bpurser@brc.ms.gov)

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## Benji Purser

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**From:** Benji Purser  
**Sent:** Thursday, June 26, 2025 7:37 AM  
**To:** William Hay  
**Subject:** Contract bid packet RFX number 3120003170  
**Attachments:** Bid packet RFX 3120003170.pdf

Please see attached bid packet for submission for the up coming contract. Please make sure to read about the redacted copy that will need to be turned in if you have anything that falls under the guidelines that you do not want posted into the public view of the contract if awarded.

Thank you

Benjamin Purser, CMPA.  
Boswell Regional Center  
Purchasing Department  
601-867-5000 Ext. 75013  
[bpurser@brc.ms.gov](mailto:bpurser@brc.ms.gov)

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## Benji Purser

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**From:** Benji Purser  
**Sent:** Thursday, June 26, 2025 7:39 AM  
**To:** Kyle Bateman  
**Subject:** RFX 3120003170  
**Attachments:** Bid packet RFX 3120003170.pdf

Please see attached bid packet for submission for the up coming contract. Please make sure to read about the redacted copy that will need to be turned in if you have anything that falls under the guidelines that you do not want posted into the public view of the contract if awarded.

Thank you

Benjamin Purser, CMPA.  
Boswell Regional Center  
Purchasing Department  
601-867-5000 Ext. 75013  
[bpurser@brc.ms.gov](mailto:bpurser@brc.ms.gov)

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## Benji Purser

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**From:** Benji Purser  
**Sent:** Thursday, June 26, 2025 7:41 AM  
**To:** TERRIECUG@BELLSOUTH.NET  
**Subject:** RFX 3120003170  
**Attachments:** Bid packet RFX 3120003170.pdf

Please see attached bid packet for submission for the up coming contract. Please make sure to read about the redacted copy that will need to be turned in if you have anything that falls under the guidelines that you do not want posted into the public view of the contract if awarded.

Thank you

Benjamin Purser, CMPA.  
Boswell Regional Center  
Purchasing Department  
601-867-5000 Ext. 75013  
[bpurser@brc.ms.gov](mailto:bpurser@brc.ms.gov)

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# PROOF OF PUBLICATION

THE STATE OF MISSISSIPPI  
COUNTY OF SIMPSON

Personally appeared before me, the undersigned Notary Public, in and for the County and State aforesaid  
Shelley Fairchild

who being by me duly sworn states on oath, that she is  
Legal Clerk of The Magee Courier a newspaper published in the City of Magee, State and County aforesaid, and that the publication of the notice, a copy of which is hereto attached, has been made in said paper  
2 times, as follows:

In Vol. 126 No. 51 Date 3 day of July 2025.

In Vol. 126 No. 50 Date 26 day of Jun 2025.

In Vol. \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_ day of \_\_\_\_\_ 2025.

In Vol. \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_ day of \_\_\_\_\_ 2025.

In Vol. \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_ day of \_\_\_\_\_ 2025.

In Vol. \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Signed Shelley Fairchild

Sworn to and subscribed before me, this 3  
day of July 2025.

Notary Public

My Commission Expires:



Medical Doctor  
Boswell Regional Center (BRC) will accept Request for Qualifications (RFQ) until 10:00 AM (Central Time), August 7, 2025 for the purpose of hiring one (1) Medical Doctor to provide Medical Services for the Wesson and Brookhaven group homes as well as the Mississippi Adolescent Center in Brookhaven. This contract will also provide as Medical Services Director for Boswell Regional Center. A written statement of Qualification along with supporting credentials to serve in this capacity should be contained in a sealed envelope with a separately sealed envelope containing the price proposal. The SOQ can be picked up in the Business Services Building, 1049 Old Simpson Hwy. 149, or by contacting Benjamin Purser at bpursers@boswell.state.ms.us. The SOQ can be mailed or hand delivered to the Business Services Building, 1049 Old Simpson Hwy. 149/ P.O. Box 128, Magee MS 39111 at Benjamin Purser's attention. For more information, call 601-867-5000 extension 75013. RFQ's may also be printed online with the magic portal at <http://Portal.magic.ms.gov>. RFQ# 3120003170  
6/26, 7/3/25 2550

RECEIVED

JUL 07 2025

BUSINESS SERVICES

No. words 160 at 12.23 cts. Total \$ 56.00

Proof of Publication : \$ 5.00

Total Cost: \$ 61.00

THIS IS NOT A STATEMENT

## **Price Proposal for RFP #3120003170**

**Hayco, LLC / William S. Hay, MD**

**Price Proposal:        \$12,000/month**

**Contract costs are inclusive of all items listed in the RFP,  
including but not limited to:**

- **24/7/365 call coverage (provided by myself, with the exception of scheduled leave or emergency, in which case Boswell employed NP Natalie Keyes will take call)**
- **Regularly scheduled and prn visits to Brookhaven and Wesson Boswell Group homes, and the Mississippi Adolescent Center**
- **Monthly and prn visits to Boswell Main Campus to meet with NP, chart review, meet with administration, and provide exams as needed**



**William S. Hay, MD**







# **Statement of Qualifications**

Hayco, LLC / William S. Hay, MD

Request for Proposal  
#3120003170

William S. Hay, MD  
Hayco, LLC  
P.O. Box 620  
Brookhaven, MS 39602

July 1, 2025

Mr. Benjamin Purser, CMPA  
Boswell Regional Center  
1049 Old Simpson Hwy. 149  
Magee, MS 39111

Dear Mr. Purser,

I am writing in response to Request for Proposal #3120003170. As you know, for the past 5 years I have had the privilege of caring for our patients at the Mississippi Adolescent Center, as well as the Brookhaven and Wesson Group Homes. Over the past 18 months, I have also served as the Medical Director for Boswell Regional Center- Main Campus. As a physician, one of my duties is to be an advocate for my patients. I know how difficult it is to navigate the complex world of medicine, and how intimidating that can be for patients and their families. Over the past 5 years, I have learned how much more that advocacy is essential in caring for patients with intellectual disabilities, who many times cannot advocate for themselves, and may not have family that can do it for them. I have witnessed both medical and non-medical staff step up to this responsibility, and become a voice for those whose needs are too often neglected. It has been humbling to see the selflessness of the staff I have worked with, and the loyalty they have to their patients. I have tried to make myself available to do the same. I have been accessible at all times, day or night, holidays and weekends. I have often made trips on unscheduled days to check on patients and try to prevent any unnecessary hospitalizations or trips to the ER. I have made countless phone calls to families, physicians, and other care providers to coordinate care and make sure we are doing everything we can for those entrusted in our hands. I have had the pleasure of meeting family members, attending special events for our patients, and participating in retirement celebrations to honor those who have served for many years. I would be honored to be given the opportunity to continue in this position for the next 5 years. I have attached my CV along with my other qualifications. Please feel free to contact me with any questions. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'WSH', is written over a light blue horizontal line.

William S. Hay, MD



STATE OF MISSISSIPPI  
BOSWELL REGIONAL CENTER  
Request for Proposal

RESPONSES REQUIRED BY:

Submission Date : 08/07/2025  
Submission Time : 10:00:00 CST

RESPONSES OPENED ON:

Opening Date : 00/00/0000  
Opening Time : 10:00:00 CST

VENDOR NO: 3102085986  
VENDOR NAME & ADDRESS:  
(To be completed by Vendor)

Hayco, LLC  
William S. Hay, MD  
P.O. Box 680  
Brookhaven, MS 39602

SUBMIT NON-ELECTRONIC RESPONSE:

TO:  
PO BOX 128  
MAGEE MS 39111  
US

DELIVERY POINT

RFx number : 3120003170  
Smart number : 3382-25-R-RFPR-00001  
Buyer : Benjamin Purser  
Buyer Phone :  
Email : BPURSER@BRC.MS.GOV

NOTICE TO VENDOR:

Boswell is soliciting for a medical Doctor and Director of medical services.

Vendor Telephone Number	Title	Date
601-757-3259	MD	7/1/25
(Typed or printed) Name of Bidder	Signature of Authorized Bidder	
William S. Hay, MD		



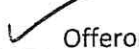
RFx number : 3120003170			Submission Date : 08/07/2025 Time : 10:00:00 CST			
Smart number : 3382-25-R-RFPR-00001			Opening Date : 00/00/0000 Time : 10:00:00 CST			
Item	Change Indicator	Product No. / Mfg. Part No.	Description	Delivery / Req.date	Qty	Unit
# 1			Product Category : 94874 medical doctor and director		1.000	AU

## Statement of Qualification

- RFX #: 3120003170
- Personnel:
  - William S. Hay, MD (sole proprietor of Hayco, LLC), will be performing 100% of the fulfillment of the contract duties and operations
- Acceptance of Conditions:
  - General terms and conditions accepted
  - No exceptions to disclose
- Minimum Information:
  - Respondent:
    - Hayco, LLC / William S. Hay, MD
  - Business address:
    - P.O. Box 620  
Brookhaven, MS 39602
  - Age of Business:
    - 5 years
  - Number of employees: 1 (myself)
  - Qualifications, licenses, education, etc.
    - See attached
  - Similar contracts
    - See CV
- Additional Data: see attached
- Cost Data: see attached compensation proposal

Choose one:

\_\_\_\_ Along with a complete copy of its Qualification, offeror has submitted a second copy of the qualification in which all information offeror deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Offeror acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR rules and regulations if Boswell or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the qualification which are not subject to Mississippi Code Annotated 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Offeror acknowledges and agrees that Boswell may release the redacted copy of the qualification at any time as a public record without further notice to offeror. An offeror who selects this option but fails to submit a redacted copy of its qualification may be deemed non-responsive.

 Offeror hereby certifies that the complete unredacted copy of its qualification may be released as a public record by Boswell at any time without notice to offeror. The qualification contains no information offeror deems to be confidential commercial and financial information and/or trade secrets in accordance with Mississippi code annotated 25-61-9, 75-26-1 through 75-26-19 and/or 79-23-1. Bidder explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its bid as provided in Mississippi Code Annotated 25-61-9(1)(a). An offer who selects this option but submits a redacted copy of its Qualification may be deemed non-responsive.



## **William S. Hay, M.D.**

P.O. Box 620  
Brookhaven, MS 39602  
(601) 757-3259  
williamstanleyhay@gmail.com

### **Education**

2012 – 2015

East Jefferson General Hospital, Metairie, LA  
Family Medicine Residency

2008 – 2012

University of Mississippi Medical Center, Jackson, MS  
Doctor of Medicine, Cum Laude, Rank: 8 of 105

2004 – 2008

Mississippi College, Clinton, MS  
Bachelor of Science in Biology, Cum Laude

### **Professional Experience**

January 2024 - present

Medical Director: Boswell Regional Center in Magee, MS

-Responsible for patient care and administrative duties, including oversight of the medical staff.

August 2022 - present

Medical Director: Gentiva Hospice

-Responsible for management of hospice patients through leading an interdisciplinary team approach to palliative care.

October 2021-present

Attending Physician: Haven Hall Health Care Center

-Responsible for patient care through weekly rounds and being available on call.

October 2021- present

Attending Physician: Trend Health and Rehab of Brookhaven

-Responsible for patient care through weekly rounds and being available on call.

January 2021- present

Medical Director: Lincoln County Jail

-Responsible for patient care through biweekly rounds and being available on call.

January 2021- present

Medical Director: Boswell Group Home in Brookhaven, MS and Wesson, MS

-Responsible for patient care and administrative duties through biweekly rounds and being available on call.

January 2021- present

Medical Director: Mississippi Adolescent Center

-Responsible for patient care and administrative duties through weekly rounds and being available on call.

August 2020-present

Medical Director: VA CBOC in McComb, MS and Natchez, MS

-Responsible for patient care through direct patient care, collaboration with nurse practitioners, monthly chart reviews, and administrative duties.

November 2021- November 2024

Medical Director: Diversicare Nursing Home

-Responsible for patient care and administrative duties through weekly rounds and being available on call.

January 2021- 2022

Medical Director: Lincoln Residential Center

-Responsible for patient care and administrative duties through weekly rounds and being available on call.

2020 - 2023

Medical Director: Kindred Home Health

-Responsible for monthly chart review for home health services.

2015 – 2022

Medical Director: King's Daughters Medical Center Medical Clinic

-Responsible for patient care and administrative duties through an ambulatory clinic.

2014 – 2015

Family Practice Physician: New Orleans Urgent Care

### **Honors and Awards**

2011

Brenda Joy Nicholson Pritchard, M.D. Scholarship

University of Mississippi Medical Center

2010

Douglass Willis Memorial Scholarship

University of Mississippi Medical Center

2010

American Medical Association Scholars Fund Award  
University of Mississippi Medical Center

2010

Alpha Omega Alpha Honor Society  
University of Mississippi Medical Center

### **Certifications**

2015 – present  
DEA certification

2015 – present  
ABFM Board Certified

2015 – present  
MSBML – Mississippi State Medical License

2013

USMLE Step 3 – 242, 89<sup>th</sup> percentile

2011

USMLE Step 2 – 267, 99<sup>th</sup> percentile

2010

USMLE Step 1 – 266, 99<sup>th</sup> percentile

### **Memberships**

2012 – present  
Phi Kappa Phi Honor Society

2012 – present  
American Academy of Family Physicians

2010 – present  
Alpha Omega Alpha Honor Society

2006 – present  
Alpha Epsilon Delta Honor Society





MISSISSIPPI STATE BOARD  
OF MEDICAL LICENSURE  
Certificate of License Registration

Issued: 07/01/2025 Expires: 06/30/2026  
License #: 23749 To Practice: Medicine

William Stanley Hay  
27 Shady Creek Trail NE  
Brookhaven, MS 39601

*Kenn E. Cleveland*  
Kenneth E. Cleveland, M.D.  
Executive Director

This card does not represent the status of a MD Permanent  
license beyond the date on which the card was issued.  
Verification of current licensure status should be obtained by  
contacting the Board at:

Mississippi State Board of Medical Licensure  
1867 Crane Ridge Drive Suite 200-B  
Jackson, MS 39216

Phone: (601) 987-3079  
Fax: (601) 987-4159  
[mboard@msbml.ms.gov](mailto:mboard@msbml.ms.gov)  
[www.ms-bml.ms.gov](http://www.ms-bml.ms.gov)



# American Board of Family Medicine, Inc.

Quality Health Care, Public Trust ... Setting the Standards in Family Medicine

July 1, 2025

To Whom It May Concern:

This letter verifies William Stanley Hay, M.D. (NPI: 1881952489) is currently certified with the American Board of Family Medicine (ABFM).

## Family Medicine Certification

**Current Status:**



**Meeting Requirements**

**Certification History:**

Jul 01, 2015 - Dec 31, 2024

Jan 01, 2025 - \*

Certification Number: 1071053080

\*Certification is continuous as long as Family Medicine Certification Requirements are maintained.

## Clinical Status:

**Clinical Status:**

**Clinically Active**

**Clinical Status History:**

Jun 28, 2018 -

Clinically Active

Initial display of clinical status began June 2018 and history is only shown for certified periods.

Beginning in 2011 certification by the American Board of Family Medicine is maintained through successful completion of the Family Medicine Certification process. The Family Medicine Certification process is a continuous process that requires being in compliance with Guidelines for Professionalism Licensure and Personal Conduct including maintaining a currently valid, full, and unrestricted license to practice medicine in the United States or Canada, completing certification activities in a timely fashion, and being current in meeting the Family Medicine Certification Examination requirement. Failure to maintain any of these requirements will result in the loss of certification status with the ABFM. Based upon the continuous nature of Family Medicine Certification, no end date for certification is presented above.

The ABFM website serves as primary source verification. Details of the Family Medicine Certification process are available online at [www.theabfm.org](http://www.theabfm.org).

Sincerely,

Salena C. Nelson

Verifications Coordinator and Professionalism Coordinator

# American Board of Family Medicine



hereby declares that

**William Stanley Hsu, M.D.**

is certified in Family Medicine  
and issued this certificate as a

**Diplomate**

of the American Board of Family Medicine, Inc.

Ongoing certification is contingent upon meeting the requirements of  
Maintenance of Certification for Family Physicians

*James G. Landry, MD*  
Chair



*James C. Ruppel, MD*  
President

Certificate No. 1071053080

Year Issued: 2015



# University of Mississippi



On the recommendation of the Faculty  
and by virtue of the authority vested in them the  
Mississippi Board of Trustees of State Institutions of Higher Learning  
has conferred on

**William Stanley Hay**

the degree of

**Doctor of Medicine**

*Cum Laude*

in testimony whereof is awarded this diploma duly certified by the  
signatures of the proper officers and the seal of the University  
Affixed this twenty-fifth day of May in the year of our Lord 2012.

FOR THE TRUSTEES

*A. E. Bledsoe*

PRESIDENT

FOR THE FACULTY

*David W. Jones*

CHANCELLOR



FOR THE FACULTY

*John M.O.*

VICE CHANCELLOR

*John M.O.*

DEAN

# Medical Assurance Company of Mississippi

## CERTIFICATE OF MEDICAL PROFESSIONAL LIABILITY INSURANCE

**ISSUED TO:**

MISSISSIPPI ADOLESCENT CENTER  
760 BROOKMAN DR. EXTENSION  
BROOKHAVEN, MS 39601-2340

**NAME AND ADDRESS OF INSURED:**

William S. Hay, M.D.  
and Hayco, LLC  
27 Shady Creek Trl NE  
Brookhaven, MS 39601-9248

**ADDITIONAL NAMED INSURED:**

Hayco, LLC

**POLICY NUMBER:** 56372-A4692

**LIMITS OF COVERAGE:** \$ 1,000,000 PER CLAIM  
\$ 3,000,000 ANNUAL AGGREGATE

**DATE OF INCEPTION:** 1/01/2025

**DATE OF EXPIRATION:** 1/01/2026

**RETROACTIVE DATE:** 8/17/2015

**SPECIALTY:** Family/General Practice

This will certify that Medical Assurance Company of Mississippi has issued to the Insured named above a policy of insurance, subject to the provisions of the current policy contracts in use by the Company. This Certificate of Insurance neither affirmatively nor negatively amends, alters, or extends the coverage afforded by the policy described above.

Medical Assurance Company of Mississippi makes no representation that the above described policy provides coverage to you or the above Named Insured for the circumstances about which you are concerned.

Medical Assurance Company of Mississippi will not notify you of any change in, or cancellation or nonrenewal of the above described policy; and Medical Assurance Company of Mississippi denies any duty or responsibility to do so. The failure to notify you of any change in, or cancellation or nonrenewal of the above described policy will impose no obligation or liability of any kind whatsoever upon Medical Assurance Company of Mississippi, its agents, assigns or representatives.

  
\_\_\_\_\_  
Authorized Representative

7/01/2025  
\_\_\_\_\_  
Date Signed

ORIGINAL

# Medical Assurance Company of Mississippi

## CERTIFICATE OF MEDICAL PROFESSIONAL LIABILITY INSURANCE

**ISSUED TO:**

BOSWELL REGIONAL CENTER  
SUZIE WILDER, HUMAN RESOURCES DIR.  
PO BOX 128  
MAGEE, MS 39111-0128

**NAME AND ADDRESS OF INSURED:**

William S. Hay, M.D.  
and Hayco, LLC  
27 Shady Creek Trl NE  
Brookhaven, MS 39601-9248

**ADDITIONAL NAMED INSURED:**

Hayco, LLC

**POLICY NUMBER:** 56372-A4692

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Authorized Representative

7/01/2025

Date Signed

ORIGINAL



# Michael Watson

## SECRETARY OF STATE

This is not an official certificate of good standing.

### Name History

Name	Name Type
Hayco, LLC	Legal

### Business Information

<b>Business Type:</b>	Limited Liability Company
<b>Business ID:</b>	1234453
<b>Status:</b>	Good Standing
<b>Effective Date:</b>	09/01/2020
<b>State of Incorporation:</b>	Mississippi
<b>Principal Office Address:</b>	201 W. Cherokee Street, #620 BROOKHAVEN, MS 39601

### Registered Agent

Name
William S Hay MD 201 W. Cherokee Street, #620 Brookhaven, MS 39601-0620

### Officers & Directors

Name	Title
William S Hay MD 201 W. Cherokee St, #620 BROOKHAVEN, MS 39601-0620	Member



**RFQ: 3120003170**  
**Request for qualifications for Medical Doctor**  
**Opening Date/Time: August 7, 2025 / 10:00 A.M.**  
**Location: Business Services Building, 1049 Simpson Hwy 149 Magee, MS 39111**  
**Procurement Opening Attendance Log**

(Please Print Legibly)

Visitor's Name (Print)	Company	Time In	Time Out

Visitor's Name (Print)	Company	Time In	Time Out

Witnesses	
Name	Agency Title
Benjamin Purser	Boswell- Procurement Agent II
Hunter Thompson	Boswell Procurement Officer I

**RFQ #3120003170**

**Medical Service Doctor List of Offerors**

1. Hayco, LLC/ William S. HAY MD

### **Evaluation Committee Members List**

**The following are the Evaluation Committee Members for the Contract for Medical Services Provider for the Mississippi Adolescent Center, Wesson and Brookhaven group homes and Boswell Regional Center.**

- 1. Suzanne Wilder is Boswell Regional Center's Human Resources Director and has experience hiring all full time and contract worker positions. She has a master's degree in human resources.**
- 2. Wanda Davis is the Director of Nursing Services for Boswell Regional Center. She has direct oversight of the day-to-day activities for Medical Service Providers. She has an associate's degree in nursing and 39 years of nursing experience. 25 years of those in critical care, 3 years' experience as a surveyor for CMS, 4 years of emergency room care and 7 years' experience at Boswell Regional Center as DON.**
- 3. Ricky Grimes is the Assistant Director of Boswell Regional Center and has a Masters in Business Administration and serves as our Nursing Homes Administrator.**



**RFQ #3120003170**

**Medical Service Doctor List of Offerors**

1. Hayco, LLC/ William S. HAY MD



**PROCUREMENT COMMITTEE EVALUATOR CERTIFICATION**

**Agency:** Boswell Regional Center

**Solicitation/RfX Number:** 3120003170

**Evaluator Name:** Ricky Grimes

**Evaluator Job Title:** Boswell Assistant Director

**Please list the evaluator's educational and/or professional qualifications and/or practical experience:** The person above is the Assistant Director of Boswell Regional Center. He has a Master of Business Administration and also serves as our nursing home administrator.

---

I, the undersigned, a member of the Evaluation Committee for 3120003170 Medical Doctor Provider contact for Mississippi Adolescent Center, Brookhaven and Wesson Group Home and Boswell Regional Center, will perform the evaluation under the guidelines and requirements set forth below:

**1. Professional Conduct**

I have a professional interest in ensuring that the scoring and evaluation of the offeror responses to the above named procurement can be supported and defended, and that the recommendation of the Evaluation Committee will lead to the selection of the submission most advantageous to the State of Mississippi, taking into consideration the evaluation factors set forth in the procurement.

**2. Conflict of Interest**

- a. I hereby affirm that I shall not accept any favor, gratuity, or any other thing of value from any person, firm, corporation, or other entity that has submitted a bid, proposal, or qualification for funding or is on the process of negotiating a contract with Boswell Regional Center. Such favors, gratuities, or things of value shall include, but not be limited to, the seeking of or acceptance of gifts, favors, services, promises of future employment, and/or honorariums, from Boswell Regional Center suppliers, contractors, regulated enterprises or individuals, interested parties or people seeking to do business with Boswell Regional Center.
- b. I also agree that I shall disqualify myself from participating in any aspect of the proposed procurement review and/or negotiation process directly or indirectly affecting a business in which I or a member of my immediate family has a financial interest.
- c. I may not participate in the development of bids, proposals, or qualifications in response to this solicitation.

**3. Non-Disclosure of Information**



Public Procurement Review Board  
Office of Personal Service Contract Review  
Form PPRB-010

**PROCUREMENT COMMITTEE EVALUATOR CERTIFICATION**

- a. I understand that offeror responses to the above named procurement will be provided to me upon the receipt of this signed *Procurement Committee Evaluator Certification*. The responses are being shared with me as a member of the Evaluation Committee with the understanding they are confidential and should be treated as such. They are for the sole use of the members of the Evaluation Committee and alternates, as a part of their confidential information. Review of material is intended only for the individuals within the evaluation committee and mentioned with this *Procurement Committee Evaluator Certification*.
- b. I affirm that I shall maintain the strictest level of confidentiality regarding all aspects of the procurement review and/or contract negotiation process. I shall not discuss with any person, or disclose, at any time, to any person, the contents or scoring of bids, proposals, or qualifications, and/or decisions of the evaluation committee throughout the submission, review, protest, and/or contract negotiation process.

I understand and agree to abide by this *Procurement Committee Evaluator Certification* and all applicable policies and laws and further agree to take full responsibility for the copies of all bids, proposals, or qualifications delivered into my care. I will not disclose, or make available the contents therein to competing offerors or persons not involved in the evaluation process.

If I should become aware of any situation, which might arise, that could alter any of the representations above, or that might otherwise create the appearance of a conflict or other impropriety, I will notify the Purchasing Officer immediately.

Pursuant to **House Bill 1109 (Regular Session 2017)**, I certify that:

- ☒ I have reviewed the conflict of interest standards prescribed herein (no personal, financial, or familial interest in any of the offerors or principals thereof to be evaluated), and that I do not have a conflict of interest with respect to the evaluation of this bid, proposal, or qualification.
- ☒ I am not engaged in any negotiations or arrangements for prospective employment or association with any of the offerors submitting bids, proposals, or qualifications or their parent or subsidiary organization.

  
Member, Evaluation Committee (signature)

Ricky Grimes  
Member, Evaluation Committee (print)

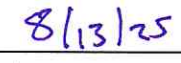
8/13/25  
Date



Public Procurement Review Board  
Office of Personal Service Contract Review  
Form PPRB-010

**PROCUREMENT COMMITTEE EVALUATOR CERTIFICATION**

  
\_\_\_\_\_  
Procurement Officer Signature (Witness)

  
\_\_\_\_\_  
Date





**PROCUREMENT COMMITTEE EVALUATOR CERTIFICATION**

**Agency:** Boswell Regional Center

**Solicitation/RfX Number:** 3120003170

**Evaluator Name:** Suzanne Wilder

**Evaluator Job Title:** Boswell Human Resources Director

**Please list the evaluator's educational and/or professional qualifications and/or practical experience:** The person above is our Human Resources Director and has experience hiring all full-time and contract worker positions for Boswell Regional Center. She has a master's degree in human resources.

---

I, the undersigned, a member of the Evaluation Committee for 3120003170 Medical Doctor Provider contact for Mississippi Adolescent Center, Brookhaven and Wesson Group Home and Boswell Regional Center, will perform the evaluation under the guidelines and requirements set forth below:

**1. Professional Conduct**

I have a professional interest in ensuring that the scoring and evaluation of the offeror responses to the above named procurement can be supported and defended, and that the recommendation of the Evaluation Committee will lead to the selection of the submission most advantageous to the State of Mississippi, taking into consideration the evaluation factors set forth in the procurement.

**2. Conflict of Interest**

- a. I hereby affirm that I shall not accept any favor, gratuity, or any other thing of value from any person, firm, corporation, or other entity that has submitted a bid, proposal, or qualification for funding or is on the process of negotiating a contract with Boswell Regional Center. Such favors, gratuities, or things of value shall include, but not be limited to, the seeking of or acceptance of gifts, favors, services, promises of future employment, and/or honorariums, from Boswell Regional Center suppliers, contractors, regulated enterprises or individuals, interested parties or people seeking to do business with Boswell Regional Center.
- b. I also agree that I shall disqualify myself from participating in any aspect of the proposed procurement review and/or negotiation process directly or indirectly affecting a business in which I or a member of my immediate family has a financial interest.
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**3. Non-Disclosure of Information**



Public Procurement Review Board  
Office of Personal Service Contract Review  
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- ☒ I have reviewed the conflict of interest standards prescribed herein (no personal, financial, or familial interest in any of the offerors or principals thereof to be evaluated), and that I do not have a conflict of interest with respect to the evaluation of this bid, proposal, or qualification.
- ☒ I am not engaged in any negotiations or arrangements for prospective employment or association with any of the offerors submitting bids, proposals, or qualifications or their parent or subsidiary organization.

Suzanne Wilder  
Member, Evaluation Committee (signature)

Suzanne Wilder  
Member, Evaluation Committee (print)

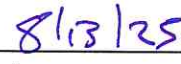
8-13-25  
Date



Public Procurement Review Board  
Office of Personal Service Contract Review  
Form PPRB-010

**PROCUREMENT COMMITTEE EVALUATOR CERTIFICATION**

  
\_\_\_\_\_  
Procurement Officer Signature (Witness)

  
\_\_\_\_\_  
Date





**PROCUREMENT COMMITTEE EVALUATOR CERTIFICATION**

**Agency:** Boswell Regional Center

**Solicitation/Rfx Number:** 3120003170

**Evaluator Name:** Wanda Davis

**Evaluator Job Title:** Boswell Director of Nursing

**Please list the evaluator's educational and/or professional qualifications and/or practical experience:** The person above is the Director of Nursing Services and will be coordinating the day-to-day operations of the contract. She has an associate's degree in nursing with 39 years' experience, 25 years of those years in critical care, 3 years experience as a surveyor for CMS services, 4 years of emergency room care and 7 years experience at Boswell Regional Center As DON.

---

I, the undersigned, a member of the Evaluation Committee for 3120003170 Medical Doctor Provider contract for Mississippi Adolescent Center, Brookhaven and Wesson Group Home and Boswell Regional Center, will perform the evaluation under the guidelines and requirements set forth below:

**1. Professional Conduct**

I have a professional interest in ensuring that the scoring and evaluation of the offeror responses to the above named procurement can be supported and defended, and that the recommendation of the Evaluation Committee will lead to the selection of the submission most advantageous to the State of Mississippi, taking into consideration the evaluation factors set forth in the procurement.

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- a. I hereby affirm that I shall not accept any favor, gratuity, or any other thing of value from any person, firm, corporation, or other entity that has submitted a bid, proposal, or qualification for funding or is on the process of negotiating a contract with Boswell Regional Center. Such favors, gratuities, or things of value shall include, but not be limited to, the seeking of or acceptance of gifts, favors, services, promises of future employment, and/or honorariums, from Boswell Regional Center suppliers, contractors, regulated enterprises or individuals, interested parties or people seeking to do business with Boswell Regional Center.
- b. I also agree that I shall disqualify myself from participating in any aspect of the proposed procurement review and/or negotiation process directly or indirectly affecting a business in which I or a member of my immediate family has a financial interest.
- c. I may not participate in the development of bids, proposals, or qualifications in response to this solicitation.





**PROCUREMENT COMMITTEE EVALUATOR CERTIFICATION**

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Pursuant to **House Bill 1109 (Regular Session 2017)**, I certify that:

- ☒ I have reviewed the conflict of interest standards prescribed herein (no personal, financial, or familial interest in any of the offerors or principals thereof to be evaluated), and that I do not have a conflict of interest with respect to the evaluation of this bid, proposal, or qualification.
- ☒ I am not engaged in any negotiations or arrangements for prospective employment or association with any of the offerors submitting bids, proposals, or qualifications or their parent or subsidiary organization.

Ulanda Dacus  
Member, Evaluation Committee (signature)

8-13-25  
Date



Public Procurement Review Board  
Office of Personal Service Contract Review  
Form PPRB-010

**PROCUREMENT COMMITTEE EVALUATOR CERTIFICATION**

Wanda Davis

Member, Evaluation Committee (print)

[Signature]

Procurement Officer Signature (Witness)

8/13/25

Date



**Medical Service Doctor for Mississippi Adolescent Center, Brookhaven and Wesson  
Group Homes and Boswell Regional Center.**

**Report Evaluation**

**Offerors                      William S. Hay/ Hayco LLC                      Rank 1**

It is the recommendation for the BRC Evaluation Committee that the contract be awarded to Hayco LLC. The evaluation committee has concluded that the rates of Hayco LLC is fair, and that the proposal shows an understanding of the Statement of Qualifications and that the offeror has enough experience to complete the contract.

The scope of services for this contract will be as follows:

The Contractor will provide medical care for the Brookhaven and Wesson Group homes as well as the Mississippi Adolescent Center in Brookhaven. The Medical Care Provider will provide medical services for the client as requested by Medical Services Staff at the locations. Services will be per month on a 24-hour basis, seven days a week as needed. The medical care provider will provide medical appointments and services in the community as needed.

- Filing for reimbursement from Medicare, Medicaid, or private insurance for services provided that may be payable prior to billing Boswell Regional Center.
- Performing a physical examination every 12 months or as requested on each client.
- Providing home visits will be required.
- Providing for clients medical/medication needs in routine and emergency situations (illness/accidents).
- Reviewing and documenting on accident/incident forms as needed

- Writing lab orders, reviewing lab results, writing progress notes in the medical chart each time client is seen.
- Ensuring recommended annual and other screening exams, labs, and/or consultations as per current standards of care.
- Referring to clients for consultations with specialists, preferably those who accept Medicaid/Medicare or private insurance of the client, as required
- Reviewing and signing all consultant orders and recommendations.
- Transferring clients to medical facilities as required.
- Writing orders for bed rest when indicated and re-writing order every three (3) days for the duration of the illness, using the appropriate forms provided by Boswell Regional Center, Physical examination, Doctors order forms, etc.
- Providing and documenting medical rationale for prescribed medical.
- notifying the ICF/MR Director of Nursing or designee to schedule leave time and arranging alternative coverage during absence.
- To complete and sign 60-day re-certification and complete progress notes.

The contractor will also serve as Medical Director for Boswell Regional Center. Medical Director Oversight will include the oversight of care by mid-level provider, phone consultation, reviews of client charts, occasional consultation with BRC Leadership and Medical Service staff. Medical Director oversight will include initial assessments and physical assessments for admission to BRC. The nature and scope of work will be to provide medical services for BRC residents as requested by Medical Services staff. The contractor will provide daily after-hours medical calls as needed when the mid-level provider is not available.

This Contract will begin on January 1, 2025 and run for five years. As consideration for this contract the vendor will receive a fee not to exceed \$12,000 per month for the life of the contract.

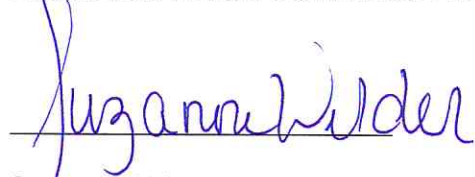
The total of the contract is not to exceed \$144,000 per year with a contract total of \$720,000.00 for the life of the contract.

All State procurement Clauses and terms will be observed in the contract.



Thank you for your help in this matter.

Evaluation/ Award Committee Members

A handwritten signature in blue ink, appearing to read "Suzanne Wilder", written over a horizontal line.

Suzanne Wilder, HR Director

A handwritten signature in blue ink, appearing to read "Wanda Davis", written over a horizontal line.

Wanda Davis, DON

A handwritten signature in black ink, appearing to read "Ricky Grimes", written over a horizontal line.

Ricky Grimes, Assistant Director

## Benji Purser

---

**From:** Benji Purser  
**Sent:** Monday, August 18, 2025 10:57 AM  
**To:** [williamstanleyhay@gmail.com](mailto:williamstanleyhay@gmail.com)  
**Attachments:** Intent to Award 3120003170.pdf; Procurement File. 3120003170.pdf

Please see attached notice of intent to award.

Benjamin Purser, CMPA.  
Boswell Regional Center  
Purchasing Department  
601-867-5000 Ext. 75013  
[bpurser@brc.ms.gov](mailto:bpurser@brc.ms.gov)

This e-mail is confidential and is intended for the use of the individual to whom it is addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of Boswell Regional Center. If you are not the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please contact the sender.



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# RFP and Purchasing Bids

[Notice of Intent to Award RFX 315006374](#)

[Personal Service Contract Psychiatrist MD RFX# 3150006374](#)

[Medical Doctor RFX# 3120003170](#)

[Procurement File for RFX# 3120003170](#)

[Intent to Award RFX# 3120003170](#)

Boswell Regional Center  
PO Box 128 / 1049 Simpson Highway 149  
Magee, MS 39111  
Phone: (601) 867-5000  
Fax: (601) 867-5085

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- Related Links

Number 3120003170    Smart Number 3382-25-R-RFPR-00001-V02    Type Request for Proposal    Status Awaiting Approval    Created On 08/18/2025 13:31:35    Created By BENJAMIN

RFx Information    Bidders    Items    Notes and Attachments    Weights and Scores    Approval    Tracking

▼ Notes

Add

Clear

Assigned To	Category	Text Preview
Document ...	Synopsis Description	Boswell is soliciting for a medical Doctor and Director of medical st

▼ Attachments

Add Attachment

Edit Description

Versioning

Delete

Create Qualification Profile

Assigned To	Category	Description	File Name	Versio
Document Header	Standard Attachment	RFx Form	SYN_BID_FORM_3120003170.pdf	1
Document Header	Standard Attachment	Medical Doctor 3120003170	Medical Doctor 3120003170.docx	1
Document Header	Standard Attachment	Bid packet RFx 3120003170	Bid packet RFx 3120003170.pdf	1
Document Header	Standard Attachment	Intent to award	Intent to Award 3120003170.pdf	1
Document Header	Standard Attachment	Procurement File	Procurement File. 3120003170.pdf	1

Clint Ashley  
Director  
Web: [www.brc.ms.gov](http://www.brc.ms.gov)



Tel: 601.867.5000  
Fax: 601.867.5280  
Email: [webmaster@boswell.state.ms.us](mailto:webmaster@boswell.state.ms.us)

**Subject:** Request for Exception to PPRB OPSCR R&R 6.4 – RFX #3120003170

To Whom It May Concern,

Boswell respectfully requests an exception to **PPRB OPSCR R&R 6.4** in connection with **RFX #3120003170**, citing the Agency's definition of *Principal of the Offeror* and the *Minor Informalities and Irregularities* clauses as outlined in the PPRB Regulations.

This exception request is due to an oversight on my part during the submission process. We have since revised our internal procedures and updated our template to ensure this element is addressed correctly in all future solicitations.

I sincerely apologize for the oversight and appreciate your consideration of this request. Please let me know if any further information or documentation is needed to support this exception.

Thank you for your time and understanding.

Sincerely,  
Benjamin Purser

A handwritten signature in blue ink, appearing to read 'Bj R', is positioned above the printed name and title.

Procurement Agent II  
Boswell Regional Center  
[bpurser@brc.ms.gov](mailto:bpurser@brc.ms.gov)