



## Mississippi Department of Finance and Administration (DFA) Post-Award Vendor Debriefing Procedures

Adopted in compliance with the Personal Service Contract Review Board (PSCRB) Miss. Code Ann. § 25-9-120 (3)(a); PSCRB Rules and Regulations effective February 13, 2014.

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### Debriefing Process

As part of the procurement process DFA is required to include in each solicitation a statement informing vendors of the right to request a post-award debriefing, pursuant to PSCRB Rules and Regulations Sections 7-112 through 7-112.07. At a minimum, the debriefing should occur within five (5) business days after the vendor request and prior to submission of the contract packet to the PSCRB.

DFA will submit the number of vendor debriefings requested and conducted in a document signed by the agency head or his or her designee to the PSCRB, with the contract approval request. An official summary of the debriefing will be included in the contract file and may be included as part of the protest correspondence required in Section 7-111 (Protest Documents).

### How to Request a Debriefing

Within three (3) business days of notification of the contract award, a vendor, successful or unsuccessful, may request a post-award vendor debriefing in writing and delivered to DFA via U.S. mail or electronic submission. The request should include the name, address, and contact information of the requester including email address and phone number. Requests should be sent to:

Office of Communications  
Department of Finance and Administration  
RE: POST AWARD DEBRIEFING REQUEST  
501 North West Street, Suite 1310  
Jackson, MS 39201

Via email: [info@dfa.ms.gov](mailto:info@dfa.ms.gov)

\*\*No verbal or telephone requests can be accepted for any post-award debriefing.

### About the Debriefing

A vendor debriefing is a meeting and not a hearing; therefore, legal representation is not required. Should you prefer to have legal representation present, you must notify DFA and identify your attorney. DFA shall be allowed to schedule and/or suspend and reschedule the debriefing at a time when a representative of the Office of the Mississippi Attorney General can be present. The debriefing should last no longer than one hour. DFA does not conduct *pre-award* vendor debriefings. Procurement information deemed appropriate for release shall only be available after the contract is awarded.

## Information To Be Provided

At a minimum, the debriefing will provide the following:

1. DFA's evaluation of significant weaknesses or deficiencies in the vendor's bid or proposal, if applicable;
2. The overall evaluated cost or price, and technical rating, if applicable, of the successful vendor(s) and the debriefed vendor;
3. The overall ranking of all vendors, when any ranking was developed by the agency during the selection process;
4. A summary of the rationale for award; and,
5. Reasonable responses to relevant questions about selection procedures contained in the solicitation, applicable regulations, and other applicable authorities that were followed.

## Information NOT To Be Provided

The debriefing shall not include point-by point comparisons of the debriefed vendor's bid or proposal with those of other offering vendors. Moreover, the debriefing agency shall not reveal any information prohibited by law and/or the following:

1. Trade secrets as identified by the offering vendor claiming the trade secrets;
2. Privileged or confidential manufacturing processes and techniques as identified by the offering vendor claiming the privileged or confidential information;
3. Commercial and financial information that is privileged or confidential, to include an offering vendor's cost, breakdowns, profit, indirect cost rates, and similar information as identified by the offering vendor claiming the privileged or confidential information; and/or,
4. The names of individuals providing reference information about any vendor's past performance.

## Timetable for Processing

Unless good cause exists for delay, the debriefing should occur within five (5) business days after receipt of the vendor request and may be conducted during a face-to-face meeting, by teleconference or video conference, or by any other method acceptable to DFA. The DFA Procurement Officer or designee should chair the meeting, and where practicable, include staff with direct knowledge of the procurement.

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