Bids shall be opened publicly, in the presence of one of more witnesses, at the time, date, and place designated in the **Invitation for Bids**; while proposals and qualifications are opened only in the presence of one of more witnesses, at the time, date, and place designated in the **Request for Proposals or Request for Qualifications**. Only agency representatives with a valid and legitimate interest in the procurement shall attend the opening.

An agency may use this optional Procurement Opening Attendance Log template. To customize this template for agency use, go to all fields highlighted in green, insert the requested information in place of the green field, and save the customized document to your computer.  Please note that all instructional paragraphs should be deleted from your final customized document.  If you have any questions, please contact your OPSCR contract analyst at 601-359-3422.

**Reference:** Sections 3-202.01(d), 3-202.11.2, and 3-203.12 of the *PPRB OPSCR Rules and Regulations*.

**[Insert Type of Procurement and Number] (Example: IFB Number 2019-01)**

**[Insert Type of Procurement] for [Insert Services Title]**

**Opening Date/Time: [Insert Month Day, Year, Time AM/PM CST]**

**Location: [Insert Building, Floor, Room/Suite Number, Street Address]**

**Procurement Opening Attendance Log**

**(Please Print Legibly)**

| **Visitor’s Name (Print)** | **Company** | **Time In** | **Time Out** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Witnesses** | |
| **Name** | **Agency Title** |
|  |  |
|  |  |