

OFFICE OF PERSONAL SERVICE  
CONTRACT REVIEW

Mississippi Department of Finance and Administration

# WHAT IS OPSCR?

The Office of Personal Service Contract Review is an office at the Mississippi Department of Finance and Administration. OPSCR serves as staff to the PPRB for oversight of procurement and contracts for **personal and professional services.**

OPSCR also consults with agencies regarding the procurement process and compliance with the PPRB OPSCR Rules and Regulations.

# WHO WORKS AT OPSCR?

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**OSSS@dfa.ms.gov**

# WHAT IS A SERVICE CONTRACT?

A contract in which the Contractor furnishes labor, time, or effort not usually involving the delivery of a specific end product other than that which is incidental to the required performance.

# CONTRACT APPROVAL TYPES

## Board Approval

Contracts requiring Board approval.

Must be submitted on or before the first Wednesday of the month to be approved the following month.

Incomplete submission packets may result in being pushed to following month.

## Staff Approval

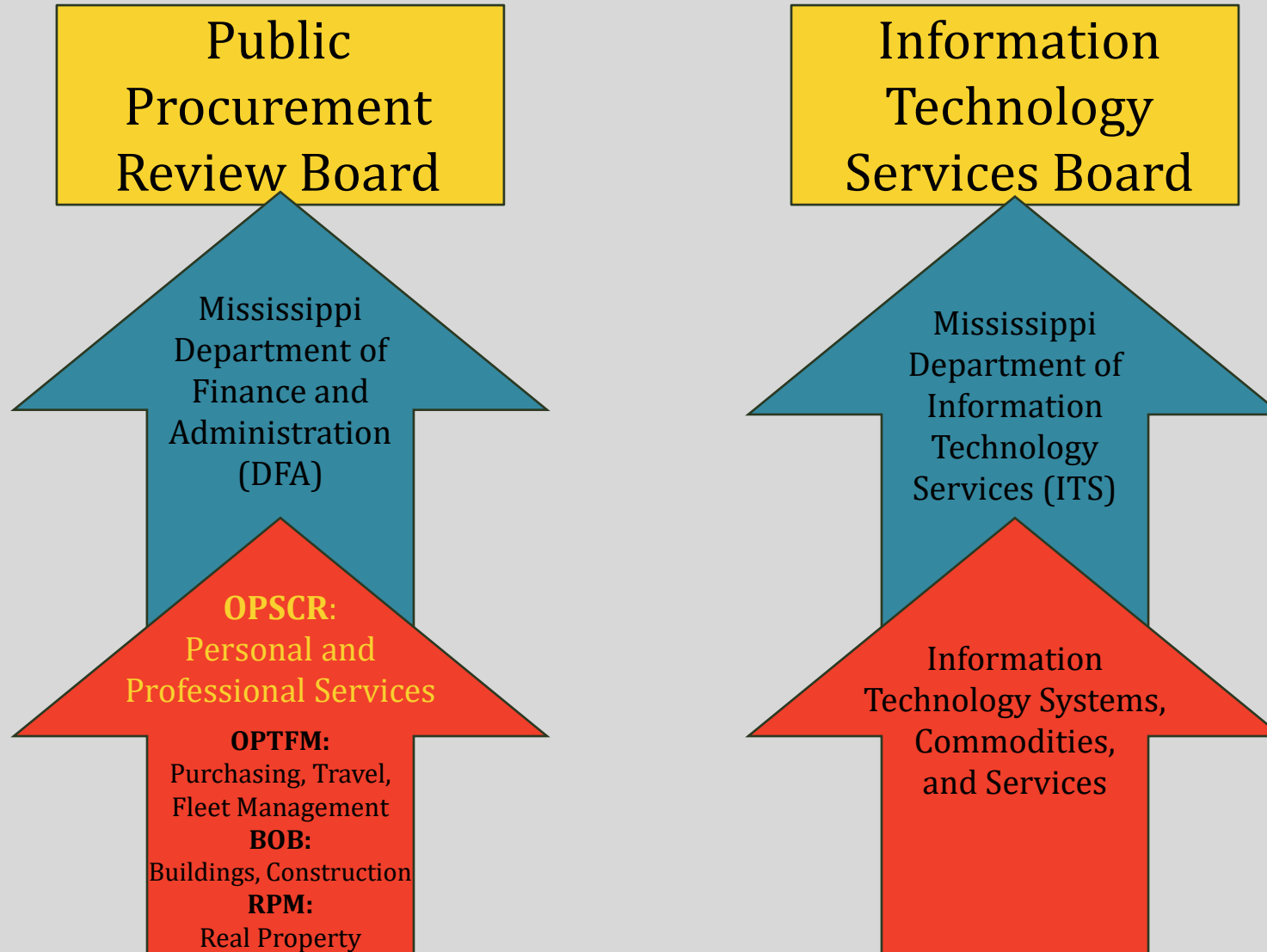
Contracts which can be approved by OPSCR staff.

Up to 30 day approval timeline.

Board items will be processed first.

PERSONAL &  
PROFESSIONAL  
SERVICES  
PROCUREMENT  
101

# MISSISSIPPI PROCUREMENT ORGANIZATION



# PURPOSE OF THE PPRB

The Public Procurement Review Board is charged with promulgating rules and regulations governing the solicitation and selection of contractual personnel, including personal and professional service contracts.



The PPRB's role is to ensure compliance with procurement laws and regulations and to maintain



**COMPETITION**



**FAIRNESS**



**TRANSPARENCY**

in the solicitation and award of contracts.

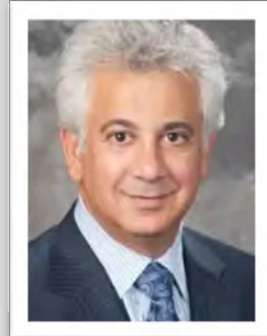
# WHO ARE THE MEMBERS OF THE PPRB?



NORMAN  
MCLEOD



RITA WRAY



NORMAN  
KATOO,  
VICE CHAIR



BILLY  
MOREHEAD



DAVID  
RUSSELL,  
CHAIR

LIZ WELCH, EXECUTIVE DIRECTOR OF DFA, EX OFFICIO & NON-VOTING MEMBER

3 APPOINTEES BY THE GOVERNOR

2 APPOINTEES BY THE LIEUTENANT GOVERNOR

# PPRB THRESHOLD FOR SERVICES

Personal and professional services contracts  
involving expenditures of funds  
**in excess of \$75,000.00**  
must be approved by the PPRB,  
unless otherwise exempt.  
Miss. Code Ann. § 27-104-7(2)(g)

The total expenditures shall **not be artificially divided** and agencies shall **not underestimate the extent of services required** in order to avoid PPRB purview.

Contracts for \$75,000.00 or less will not route to OPSCR for review and approval unless the agency has multiple contracts with the same vendor and the cumulative value of those contracts exceeds \$75,000.00.

# PPRB PURVIEW OVER SERVICE CONTRACTS

## Exemptions (Miss. Code § 27-104-7)

IT  
Non-IT Commodities  
Accountant\*  
Auditor \*  
Architect \*  
Attorney\*  
Engineer \*  
Anatomical Pathologist \*  
Utility Rate Experts \*  
Actuaries \*  
MDOT  
VAB (limited)  
PERS (relating to managing trust funds)  
Agency with ONLY non-state service employees  
IHL  
Entertainers at the Mississippi State Fairgrounds  
DFA (aircraft, Mental Health Accessibility)  
DPS (specialized forensic lab equipment)

\*These professionals must be performing duties for which they are licensed or certified.

## Inclusions

### **Personal Services:**

Consulting  
Policy Analysis  
PR  
Marketing  
Public Affairs  
Legislative Advocacy (lobbyist)  
Temporary Staffing  
Janitorial Services  
Linen/Laundry  
Educational Testing  
Waste Management  
Transportation  
Microfilming  
Security  
Advertising  
Insurance  
Food Services

### **Professional Services:**

Nurses  
Psychologists  
Physicians  
Psychiatrists  
Dieticians  
Lab Services  
Medical Personnel  
Pharmacists  
Pilots  
Therapist  
  
“any other contract that the board (leadership) deems **appropriate for oversight**”

# WHEN DOES THE PPRB MEET?

The PPRB meets on the 1<sup>st</sup> Wednesday  
of every month at 9:00 a.m.

Special meetings are sometimes called for  
protest hearings or overflow contracts (not for late contracts).

Meetings are currently being conducted virtually.  
A link to the meeting is available on DFA's website.

Agency representatives are asked to be available  
for OPSCR to contact during the meeting if the  
Board has questions about your contract.

# WHAT IS THE DEADLINE TO SUBMIT CONTRACTS FOR PPRB APPROVAL?

2024			
January	February	March	April
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2	1 2 3 4 5 6
7 8 9 10 11 12 13	4 5 6 7 8 9 10	3 4 5 6 7 8 9	7 8 9 10 11 12 13
14 15 16 17 18 19 20	11 12 13 14 15 16 17	10 11 12 13 14 15 16	14 15 16 17 18 19 20
21 22 23 24 25 26 27	18 19 20 21 22 23 24	17 18 19 20 21 22 23	21 22 23 24 25 26 27
28 29 30 31	25 26 27 28 29	24 25 26 27 28 29 30	28 29 30
		31	
May	June	July	August
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1 2 3 4 5 6	1 2 3
5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10
12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30 31
	30		
September	October	November	December
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5	1 2	1 2 3 4 5 6 7
8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
29 30	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31

Approximately 30 days prior to the next Board Meeting

# WHERE CAN I GET MORE INFORMATION ABOUT THE PPRB?

The Meeting Dates, Agendas, and Minutes are posted on the DFA website: [www.dfa.ms.gov](http://www.dfa.ms.gov)

**PUBLIC PROCUREMENT REVIEW BOARD**

[PPRB Meeting YouTube Link](#)

**PPRB Meetings**

DATE	SUBMISSION DEADLINE
January 3, 2024	December 6, 2023
February 7, 2024	January 3, 2024
March 6, 2024	February 7, 2024
April 3, 2024	March 6, 2024
May 1, 2024	April 3, 2024
June 5, 2024	May 1, 2024
July 3, 2024	June 5, 2024
August 7, 2024	July 3, 2024
September 4, 2024	August 7, 2024
October 2, 2024	September 4, 2024
November 6, 2024	October 2, 2024
December 4, 2024	November 6, 2024
	December 4, 2024

**PPRB Home**

- Agendas
- Archived Meeting Minutes
- Meeting Minutes
- Members
- Resources and Reverse Auction

**Want to?**

- ACE : Access Channel For Employees
- Applications
- Benefits Information
- Board Links
- BRICKS Login
- CARES Act Portal
- CCID
- Current Projects
- Events
- Health Insurance
- Legislative Updates
- Manual
- PPRB
- Public Records
- Reservations
- Solicitations
- Supplier Self-Service
- Surplus Property
- Transparency
- Work Order Request

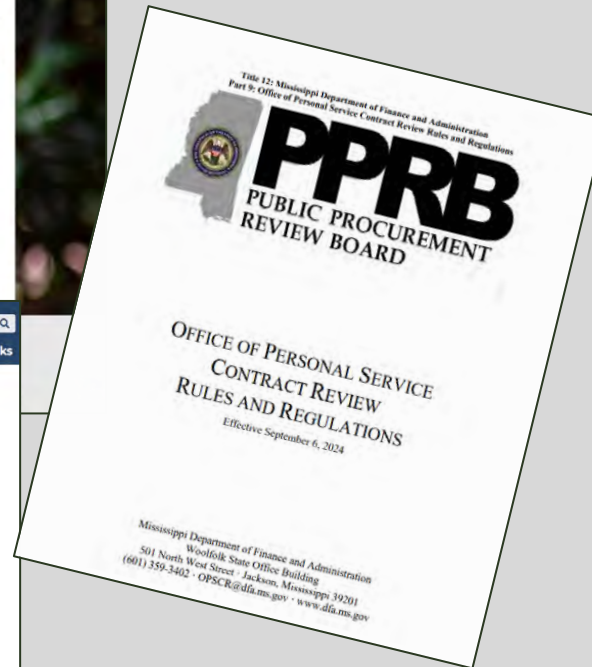
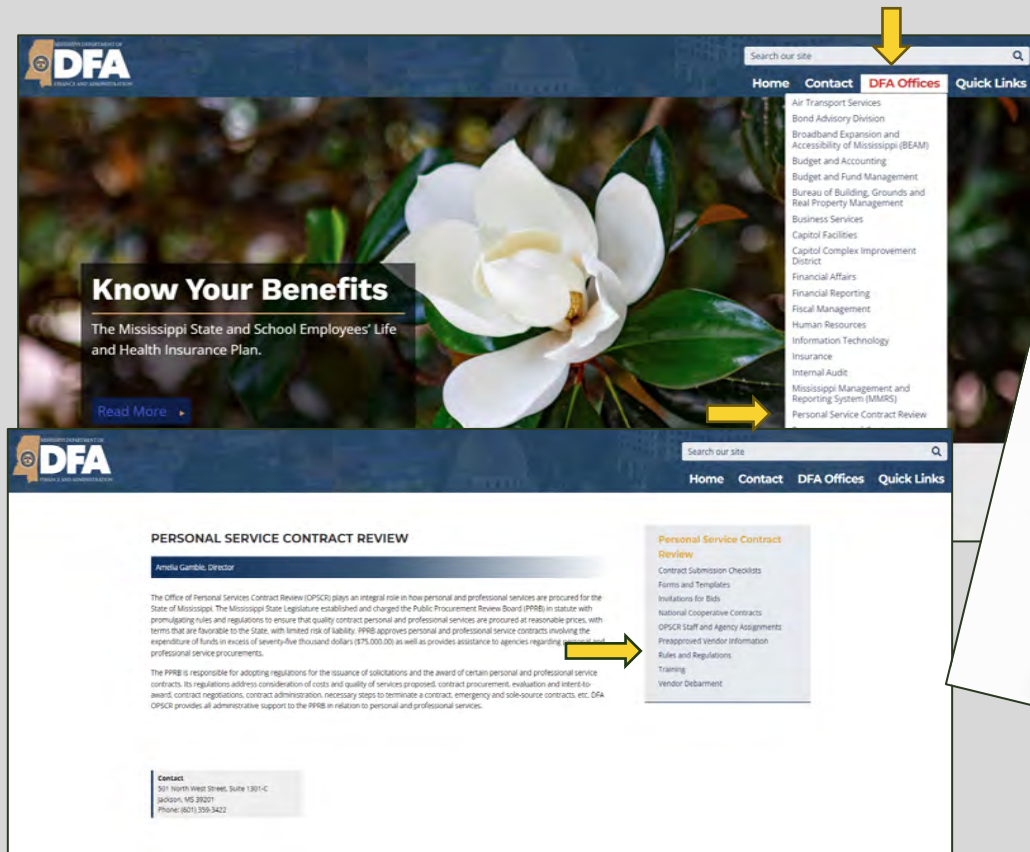
You may also receive regular communication about PPRB meetings and other information about oversight of service contracts from [OPSCR@dfa.ms.gov](mailto:OPSCR@dfa.ms.gov).



# WHAT GOVERNS PROCUREMENT OF SERVICES?

The PPRB OPSCR Rules and Regulations govern solicitation of personal and professional services.

The R&R can be found on the DFA website: [www.dfa.ms.gov](http://www.dfa.ms.gov).



## MISSISSIPPI CODE

§ 27-104-7

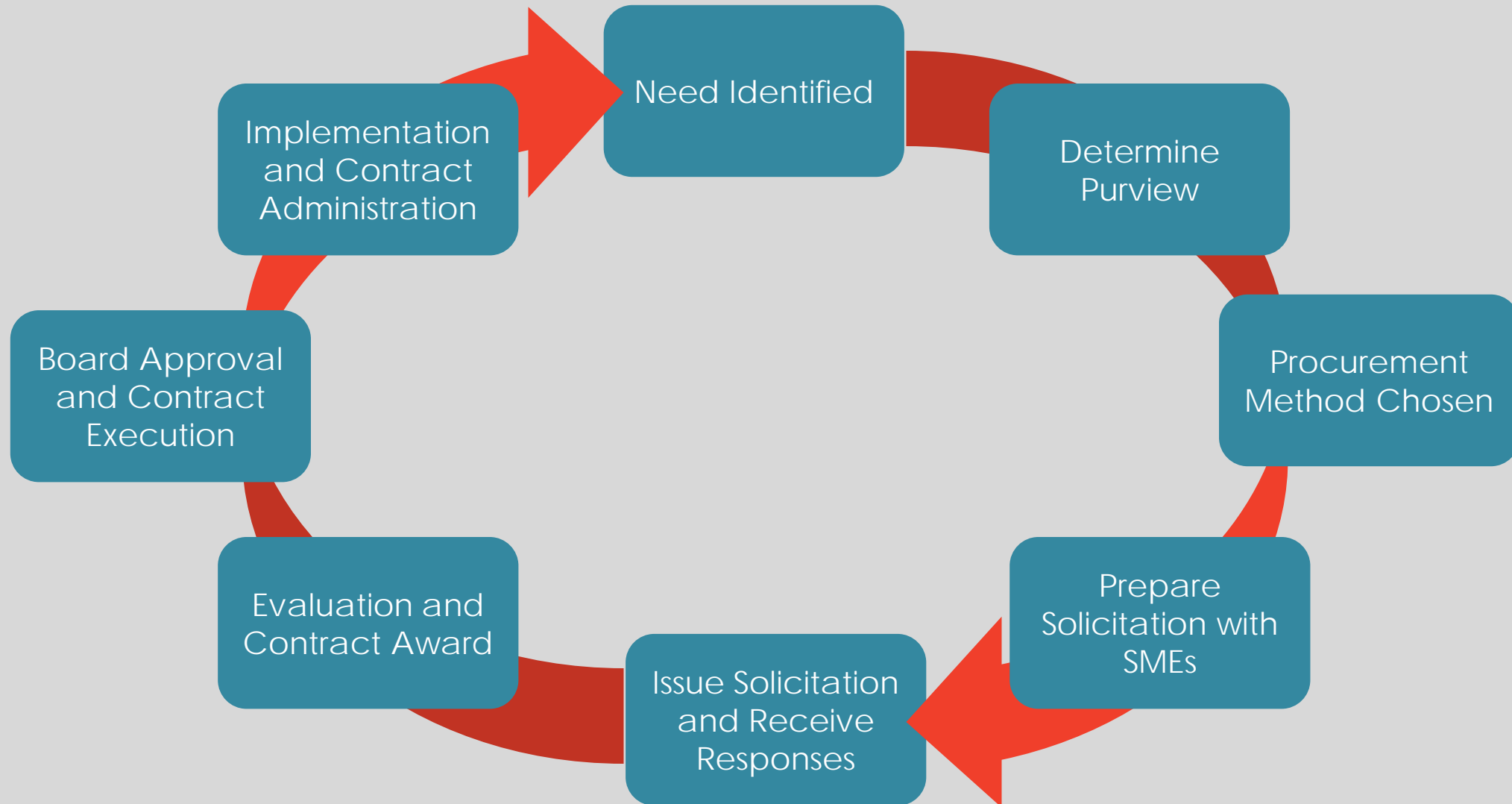
PPRB threshold,  
purview, exemptions

§ 31-7-401 et seq.  
RFP and RFQ  
solicitations

§ 25-9-120  
PSCRB to PPRB  
effective January 1, 2018



# PROCUREMENT CYCLE FOR SERVICES



# HOW CAN MY AGENCY PROCURE A NEEDED SERVICE?

1. Invitations for Bids
2. Requests for Proposals\*
3. Requests for Qualifications\*
4. Requests for Applications
5. Small Purchases
6. Sole Source Procurement
7. Emergency Procurement
8. Exigent Circumstances
9. PVLs/Cooperatives
10. Statutory Exemptions
11. Government-to-Government
12. No Cost Contracts

\*RFP and RFQ require prior approval from PPRB.

# INVITATION FOR BIDS

## R&R CHAPTER 5

COMPETITIVE SEALED BIDDING IS THE  
STATUTORILY PREFERRED  
METHOD OF PROCURING SERVICES IN MISSISSIPPI  
Miss. Code § 31-7-403(1)

BIDS ARE EVALUATED TO DETERMINE IF THE VENDOR:

- (1) IS RESPONSIVE TO THE INVITATION FOR BIDS
- (2) IS RESPONSIBLE TO PROVIDE THE SERVICE
- (3) BID THE LOWEST PRICE

# CONTENT OF IFB

## THE IFB SHALL INCLUDE:

### **Instructions & Information regarding Bid Submission Requirements:**

Time/Date set to receive Bids

Office Address to Deliver Bids

Latest Time Bids will be Accepted (maximum time for bid acceptance)

Manner of Bid Submission (including relevant forms)

**The Purchase Description, Minimum Qualifications, Evaluation Factors,  
Performance Schedule, and other Acceptance Requirements**

**The Contract Terms & Conditions**

PPRB OPSCR Rules & Regulations Section 5.1

# BID FORM

## R&R SECTION 5.1.3

Bid forms are required to be provided by the agency and all bidders must submit the bid price using the required form.

Attachment B  
IFB # 3160004400 HVAC Service  
BID FORM

Company	Contact Person	Telephone Number

The pricing quoted shall be inclusive of, but not limited to the following:

1. All required equipment/material;
2. All required insurance, bond, or other surety;
3. All required overhead;
4. All required profit;
5. All required vehicles;
6. All required fuel and mileage;
7. All required labor and supervision;
8. All required business and professional certifications, licenses, permits, or fees; and
9. Any and all other costs.

Bid is to include all services as listed on Attachment H, in one all-inclusive monthly fee. Ellsville State School will not incur any additional charges beyond that of the monthly fee below. Contractor shall provide a full detailed equipment list by building - ALL buildings on the campus of Ellsville State School as well as staff quarters are included in the bid.

Unit Description	Monthly Fee	Unit Price

By signing below, the company Representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the invitation for Bids and Attachments thereto;
2. That the company meets all requirements and acknowledges all certifications contained in the invitation for Bids and Attachments thereto;
3. That the company agrees to all provisions of the invitation for Bids and Attachments including, but not limited to, the Required and Optional Clauses to be included in any contract resulting from this IFB #3160004400 (Attachments E and F);
4. That the company will perform the services required at the prices quoted above;

Ellsville State School

5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date;

6. The Contractor represents that its workers are licensed, certified and possess the requisite credentials to perform HVAC Service and,

7. **NON-DEBARMENT:** By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

8. **INDEPENDENT PRICE DETERMINATION:** The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid/offered.

9. **PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES:** The prospective contractor represents as a part of such Contractor's bid that such Contractor has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

10. **REPRESENTATION REGARDING CONTINGENT FEES:** Contractor represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or other contingent fee, except as disclosed in the Contractor's bid.

11. **REPRESENTATION REGARDING GRATUITIES:** Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the PPRB OPSCR Rules and Regulations.

12. By signing this bid package Offeror certifies that it is in compliance with the False Claims Act (FCA) codified at 31 U.S.C. §§ 3729-3733.

Company Name: \_\_\_\_\_

Printed Name of Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Ellsville State School

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

MS Vendor ID # \_\_\_\_\_

Note: Failure to sign the bid form may result in the bid being rejected as non-responsive. Modifications or additions to any portion of this bid document may be cause for rejection of the bid.

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# CONVERTING AN RFP/RFQ INTO AN IFB

The **Scope of Work** should be very detailed and specific.  
Work with Agency SMEs to know exactly what you need.

Spell out precisely what you want and how you want it done.

Anything that is not specified in the IFB  
will not be required of the contractor.

# KEY PHASES OF AN IFB PROCUREMENT

## **PUBLIC NOTICE**

Procurement Portal  
Website  
Newspaper,  
published twice

## **BID OPENING**

Location, Record,  
Attendance Log

## **MINIMUM REQUIRE- MENTS**

Responsive &  
Responsible

## **BID EVALUATION**

Calculate Lowest  
Bidder

## **AWARD**

Notice of Intent  
to Award sent to  
Bidders, Website,  
Procurement  
Portal



# PUBLICATION

## R&R SECTION 5.2

Furnished to a minimum of 3 Bidders  
(can be accomplished by selecting all Bidders in MAGIC under the product category code)

### Required Publication:

Newspaper (1x per week for 2 consecutive weeks) – Legal Notice Section, County of Agency  
Agency Website  
Procurement Portal

### Content of Newspaper Advertisement:

Agency Name  
Personal or Professional Services Sought  
Due Date for Responses  
Name & Contact Information of Procurement Officer  
Means of Obtaining the Solicitation  
RFx Number

### Time for Publication:

30 Calendar Days Prior to Bid Submission Deadline  
Unless Chief Procurement Officer determines a shorter time is necessary – 14 day minimum

# AMENDMENTS TO THE IFB

## R&R SECTION 5.3

- Bidders must acknowledge receipt in writing
- Distribution: all prospective bidders  
procurement portal  
agency website  
“within a reasonable time” to be considered (14 calendar days)
- Q&A documents must be treated as an amendment
- Pre-Bid Conference (optional): explain procurement requirements  
14+ days after IFB issued  
must be recorded  
transcript and Q&A become amendments

# BID OPENING

## R&R SECTION 5.4

- Bids shall be date stamped upon receipt
- Remain unopened until time set for bid opening
- Opened privately
  - one or more witnesses (Agency officials)
  - names of witnesses recorded
- Time, Date, Place in IFB
- Name of Bidder & Price recorded

# BID EVALUATION

## Responsive

Does the bid meet  
the technical  
requirements of the  
IFB?

Page Numbers, Signed  
Certification, Correct  
Number of References, etc.

## Responsible

Is the Bidder  
capable and  
qualified to  
perform the work?

Minimum Requirements  
Past Experience, Reference  
Checks, Equipment, etc.

## Lowest Price

Of the Bidders  
deemed Responsive  
and Responsible,  
who bid the lowest  
price?

Cannot use evaluation criteria which is not contained in the IFB.

Be consistent!!! Consult with agency legal!!!

Can you defend your decisions?

# REASONS TO REJECT BIDS OR CANCEL SOLICITATION

## R&R SECTION 5.7

- Non-responsible
- Non-responsive
- Agency determined the proposed price was unreasonable
- Lack of competitiveness
  - Collusion
  - Reasonably available competition not received
- Error in specifications
- Cancellation or changes in the intended project
- Limitation or lack of available funds

Vendors whose bids are rejected shall be promptly notified  
in writing of the rejection and the reasons therefor.

# AWARD

## LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

### Notice of Intent to Award

Provided to the public regarding intention of agency to award the contract to the successful bidder.

Published at the time the successful bidder is notified.

Distributed to all bidders, agency website, and the procurement portal.

Ranks names of all bidders and their prices from lowest to highest and recommends successful bidder for contract award.

States reasons why successful bidder was selected.

Public Posting of Agency Procurement File

### Notice of Contract Award

Provided to the public regarding the agency's final award of the contract.

Published following PPRB approval and contract execution.

Distributed on agency website and procurement portal

Contains an analysis of why the contract was awarded, renewed, or amended; a summary of the award including the nature, amount, and duration of the contract, name of the bidder, and statement that the contract is available for public inspection.

# DEBRIEFING AND RECONSIDERATION

- Vendor receipt of the Notice of Intent to Award and posting of the Agency Procurement File triggers the Debriefing and Reconsideration periods.
  - Email ➡ Delivery Receipt & Read Receipt
- Vendors must be debriefed prior to the contract being presented to PPRB for approval.
- Vendors have 3 business days to file a Request for Reconsideration of the Intent to Award. Reconsideration is limited to what is in the procurement file, the terms of the solicitation, and violations of OPSCR's rules and regulations.
- Requests for Reconsideration must be resolved for Board approval.

REQUESTS FOR  
APPLICATIONS  
AND  
CONTRACT WORKERS  
R&R CHAPTER 7



# REQUEST FOR APPLICATIONS

An RFA can only be used to procure  
WIN contract workers.

The Agency establishes:  
Rate of Pay  
Minimum Qualifications  
Scope of Work

# PUBLICATION

Time: 14 calendar days

Where: Procurement Portal  
Newspaper or Recruiting Website or Both  
Agency Website  
Sent Directly to At Least 3 Potential Applicants  
(recommended)

Content: Name of Agency & Means of Contacting Procurement Official  
Minimum Qualifications for the Position  
Period of Performance  
Rate of Pay  
Deadline to Submit Applications  
Manner to Submit Applications

# EVALUATION

Classify all applications as  
responsive and responsible.

*(Do they meet your minimum requirements?)*

It's recommended that all acceptable applications be  
evaluated by the same person or committee.

Interviews may be conducted and applicants  
shall be evaluated on predetermined criteria.

# AWARD

Notification of Intent to Award shall be given to applicants, posted on the Agency's website, and posted on the procurement portal.

Notice of Contract Award shall be made available to the public following approval by the PPRB and any other required entities and final execution. Notice shall include an analysis of why the contract was awarded, renewed, or amended.

Applicants do not have an automatic right to a Debriefing or Reconsideration.

# CONTRACT WORKER

The Agency must make a **written determination** that a worker is a contract worker and not an independent contractor.

## BEHAVIORAL CONTROL

- Instructions given to worker
- Training provided to worker

## FINANCIAL CONTROL

- Reimbursement of business expenses
- How the worker is paid
- Extent of worker's investment
- Can the worker realize a profit or loss
- Extent to which the worker makes services available in the marketplace

## RELATIONSHIP OF THE PARTIES

- Written contract
- Employee-like benefits
- Permanency of relationship
- Extent to which worker's work is a key aspect of business

Does the Agency treat the person as an employee (set schedule, heavily supervise, uses agency supplies, etc.)?



**CONTRACT WORKER**

Does the Agency render very little control over the day to day activities of the person (only concerned about the final end product)?



**INDEPENDENT CONTRACTOR**

# SMALL PURCHASES

## R&R CHAPTER 13

# \$75,000.00 AND UNDER

PPRB Approval NOT Required

\$50,000.01 to \$75,000.00

“Insofar as it is Practical”

3 Written Quotes

Award to Lowest  
Responsive & Responsible  
Quote

Keep Records

\$50,000.00 and Under

Agency Standard  
Operating Procedure

“Adequate and  
Reasonable Competition”

Keep Records

SOLE-SOURCE  
PROCUREMENT  
R&R CHAPTER 9



# SOLE-SOURCE PROCUREMENT

Sole source procurement is not permissible unless a service is available from only a single vendor.

*Only getting one response on a prior solicitation does not make the provider a sole source!*

The Agency Head must make a written determination as to whether a procurement shall be made as a sole source.

**Know Your Benefits**  
The Mississippi State and School Employees' Life and Health Insurance Plan.

**PERSONAL SERVICE CONTRACT REVIEW**  
Arnela Gambill, Director

The Office of Personal Services Contract Review (OPSCR) plays an integral role in how personal and professional services are procured for the State of Mississippi. The Mississippi State Legislature established and charged the Public Procurement Review Board (PPRB) in statute with promulgating rules and regulations to ensure that quality contract personal and professional services are procured at reasonable prices, with terms that are favorable to the State, with limited risk of liability. PPRB approves personal and professional service contracts involving the expenditure of funds in excess of seventy-five thousand dollars (\$75,000.00) as well as provides assistance to agencies regarding personal and professional service procurements.

The PPRB is responsible for adopting regulations for the issuance of solicitations and the award of certain personal and professional service contracts. Its regulations address consideration of costs and quality of services proposed; contract procurement, evaluation and intent-to-award; contract negotiations; contract administration; necessary steps to terminate a contract; emergency and sole-source contracts, etc. DFA OPSCR provides all administrative support to the PPRB in relation to personal and professional services.

**Contact**  
501 North West Street, Suite 1301-C  
Jackson, MS 39201  
Phone: (601) 359-3423

**Personal Service Contract Review**  
Contract Submission Checklists  
Forms and Templates  
Solicitations for Bids  
National Cooperative Contracts  
OPSCR Staff and Agency Assignments  
Preapproved Vendor Information  
Rules and Regulations  
Training  
Vendor Debarment

**FORMS AND TEMPLATES**  
**Required Forms**  
• Petition for Relief from Competitive Sealed Bidding  
• Sole Source Determination  
**OPSCR Templates**  
• Analysis of Contract Award, Renewal, or Modification  
• Bond Continuation Letter  
• Invitation for Bids (IFB)  
• Notice of Registration  
• Notice of Intent to Award  
• Novation  
• Procurement Opening Attendance Log  
• Procurement Reference  
• Procurement Reference Score Sheet  
• RFP Evaluation Factors Scoring Sheet  
• Procurement Committee Evaluation Certification  
• Stop Work Order  
**OPSCR Links**  
• OPSCR Petition for Relief from Competitive Sealed Bidding  
• NSG Service Codes  
To ensure that your data is saved properly, download the form to your computer or workstation before entering your information.

**Sole Source Determination**  
Miss. Code Ann. § 23-104-1(2)(i) and (4)  
Section 9-206 of the PPRB Rules and Regulations  
**THE PROPOSED CONTRACT TERMS ARE ATTACHED TO THIS DETERMINATION.**  
Agency: \_\_\_\_\_  
Proposed Sole Source Vendor: \_\_\_\_\_  
Intended Contract Term: \_\_\_\_\_  
Anticipated Contract Amount: \_\_\_\_\_  
The personal or professional service offered in the contract is: \_\_\_\_\_  
The personal or professional service described above is the only one that can meet the needs of the agency because: \_\_\_\_\_  
The proposed sole source vendor is the only person or entity that can provide the required personal or professional service because: \_\_\_\_\_  
The Agency conducted the following market analysis in order to ensure that the service required was precisely available from only one source (any determination relevant to the market analysis conducted should be attached to this determination).  
The amount to be expended for the personal or professional service is reasonable because: \_\_\_\_\_  
The Agency conducted a noncompetitive regulation with the proposed sole source vendor to obtain the best possible price on the personal or professional service by: \_\_\_\_\_  
Not on the foregoing, I have determined the intended vendor is the sole provider of the personal or professional services needed by the agency. Forward to Miss. Code Ann. § 23-104-1(2)(i) and (4) and to § 2-206 of the PPRB Rules and Regulations the Agency intends to award the contract through a sole source procurement.  
Head Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Mississippi Department of Finance and Administration  
Office of Personal Services Contract Review  
Page 1 of 3

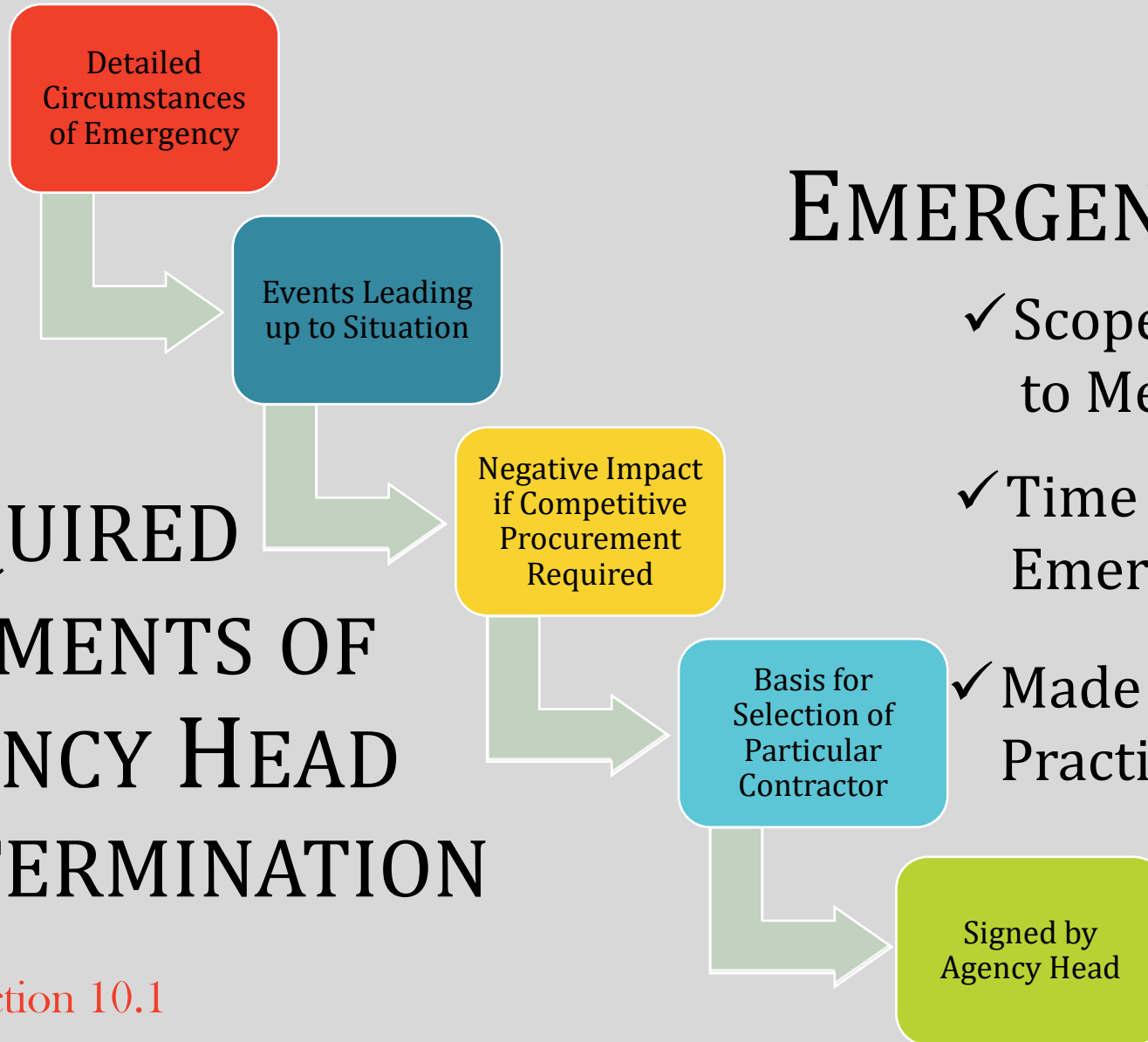
# TWO TYPES OF SOLE SOURCE

1. **Court Order** mandating Agency use a particular source or provider
  - Agency Head determination must include Court Order
  - Publication is not required
2. Service only available from a **single provider**
  - Publication:
    - Procurement Portal and Agency Website for 21 calendar days
  - Contents:
    - Contract Ts & Cs
    - Agency Head Determination
    - Instructions for Filing Objection
  - Vendors have 21 days minimum to file Objection
  - Must be approved by PPRB if greater than \$75,000.

EMERGENCY AND EXIGENT  
CIRCUMSTANCES  
PROCUREMENT  
R&R CHAPTER 10

# REQUIRED ELEMENTS OF AGENCY HEAD DETERMINATION

R&R Section 10.1



## SCOPE OF EMERGENCY PROCUREMENT

- ✓ Scope of Services Necessary to Meet the Emergency
- ✓ Time Necessary to Meet the Emergency, **No More than 1 Year**
- ✓ Made with such Competition as is Practical under the Circumstances

# REVIEW AND APPROVAL

Emergency Contracts  
do not require PPRB approval.

Upload executed contract and the  
Agency Head determination to MAGIC.

OPSCR will do a post-approval audit  
for compliance with R&R Section 10.1.5.

OPSCR reports Emergency Contracts:  
PPRB (monthly)  
House and Senate (quarterly)

# EXIGENT CIRCUMSTANCES

Exigent Circumstances are a pressing need which cannot be met by undertaking any other method of procurement.

Required Elements of Agency Head Determination:

- Exigent circumstances exist
- Explanation of circumstances
- Why a competitive procurement cannot be done
- How the Agency maximized competition or a detailed explanation for why competition is unobtainable

Incumbent vendors must agree to extend all terms and conditions in the existing contract, including price.

Contracts require PPRB approval prior to execution. OPSCR only advises on procedural compliance. The Agency is responsible for advocating approval of the contract to PPRB.

# COOPERATIVE PROCUREMENTS

## R&R CHAPTER 8

# PPRB ESTABLISHES THE PVL

MISS. CODE § 27-104-7(2)(i)

## Current Services

Security

Janitorial

Nursing

Temporary Staffing

Lawn & Landscaping

Background Screening

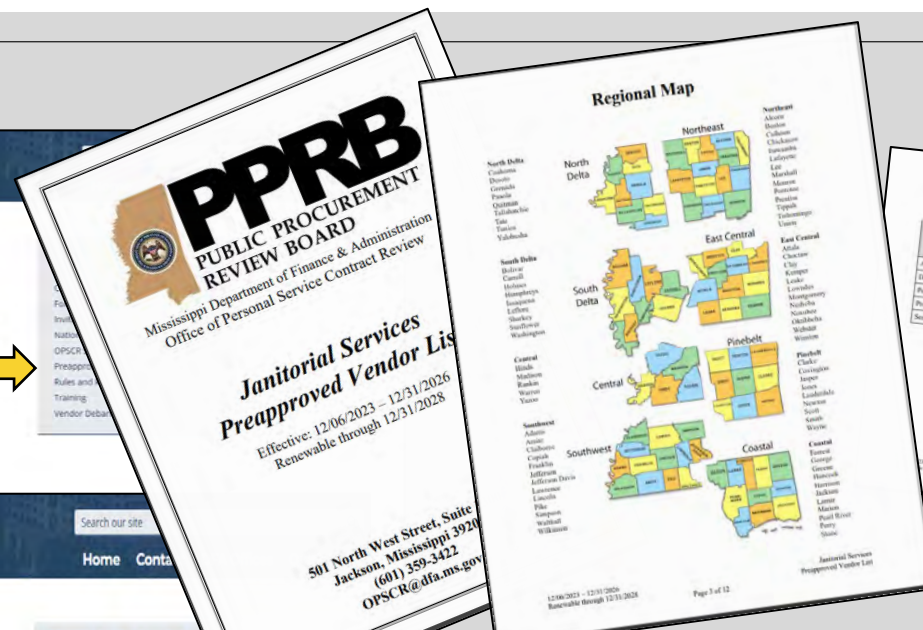
Remediation & Emergency

OPSCR runs IFBs for various commonly used services, and PPRB approves the PVL IFBs and prices.

Agencies can enter their own contracts with the PVL vendors for the services and at the bid price without PPRB approval.

Use of the PVL is optional.





17. Prices are per square foot. Contracting Agencies are encouraged, but are not required, to contact the lowest bidder first.

**Central Region**  
Clinton, Hamilton,  
Rensselaer, Warren, and Yates

Vendor	Business Hours	After-Business Hours	After-Business Hours with On-Site Worker During Business Hours	Number of Available Staff
Apex Industrial Cleaning, LLC	\$0.083	\$0.106	\$0.087	23
Delta Industrial Services, LLC	\$0.10	\$0.12	\$0.12	4
Enviro-Cleaning, LLC	\$0.095	\$0.095	\$0.095	68
Professional Cleaning Services, Inc.	\$0.095	\$0.105	\$0.107	108
ServiceMaster One Call	\$0.073	\$0.080	\$0.083	000

17 - 12/15/2022  
Revised 12/15/2022

Contracting Agencies  
Responsible for

Page 4 of 12

*\* Prices are per square foot. Counting spaces are encouraged, but not required, around the inner border line.*

Vendor	Business Hours	After Business Hours	After Business Hours with No Stock or Through Inventory Library	Number of Available Seats
004 Industrial Chemicals, LLC	\$0.00	\$0.00	\$0.00	13
006 National Building Services Inc.	\$0.00	\$0.00	\$0.00	40
008 Macmillan One Call	\$0.073	\$0.00	\$0.00	228

Page 3 of 12

Grand Services  
Total: 100

## Personal Service Contract Review

- Contract Submission Checklists
- Forms and Templates
- Invitations for Bids
- National Cooperative Contracts
- OPSCR Staff and Agency Assignments
- Preapproved Vendor Information**
- Rules and Regulations
- Training
- Vendor Debarment

eff. 12/6/23 - 12/31/26)

ough 12/31/28

If you are interested in contracting go to [National Cooperative Contract](#) for more information.

**Janitorial**

Janitorial Services PVL Effective 12/06/2023 through 12/31/2026 (renewable through 12/31/2028)

- Preapproved Vendor List
- Invitation for Bids
- Contract Template

Janitorial Services PVL Effective 10/7/2020 through 10/6/2023 (renewable through 10/6/2025)

- Preapproved Vendor List
- Invitation for Bids
- Contract Template

Contract Template (exp. 12/31/26; renewable through 12/31/28)

# NATIONAL COOPERATIVES



## NATIONAL COOPERATIVE CONTR

The following National Cooperative Contracts have been adopted I provide the services contemplated at the rates provided in the pro will execute a State Participating Addendum with the vendor with

The Master Contract, any attachments thereto, and the State Parti MAGIC. Individual agencies cannot negotiate and execute the Stati please email [Amelia Gamble](#) or [Shannon Smith](#) to obtain the vend



Request to Adc

~ Procurement Acquisition Support Services



## PERSONAL SERVICE CC

Amelia Gamble, Director

The Office of Personal Services Contract Review State of Mississippi. The Mississippi State Legis promulgating rules and regulations to ensure l terms that are favorable to the State, with limit expenditure of funds in excess of seventy-five( professional service procurements.

The PPRB is responsible for adopting regulatio contracts. Its regulations address consideratio award, contract negotiations, contract admini OPSCR provides all administrative support to t

### Contact

501 North West Street, Suite 1301-C  
Jackson, MS 39201  
Phone: (601) 359-3422

## Request to Adopt a National Cooperative as a Preapproved Vendor List PPRB OPSCR Rules and Regulations Section 3-208

### PPRB's Authority to Establish Preapproved Vendor Lists

"The Public Procurement Review Board may establish a preapproved list of providers of various personal and professional services for set prices with which state agencies may contract bidding or prior approval from the board." Miss. Code Ann. § 27-104-7 (2)(i). The PPRB may its authority to establish PVLs for use by entities under its purview at its discretion. Section the *PPRB OPSCR Rules and Regulations*. Any request to adopt a cooperative must be revi compliance by OPSCR. Any contracts entered into under the cooperative must include the N specific participating addendum.

Requesting Agency: \_\_\_\_\_

Cooperative Group: \_\_\_\_\_

Service / Portfolio: \_\_\_\_\_

Lead State Conducting Procurement: \_\_\_\_\_

Current Termination Date of Portfolio: \_\_\_\_\_

Renewals Available: \_\_\_\_\_

Web Address for Portfolio: \_\_\_\_\_

Describe the Agency's Need for the Service:

Evaluate the impact to local suppliers and small businesses if the national cooperative is adopt

Provide a market analysis or other evaluation of the pricing of the contracts available thr cooperative and whether such pricing is competitive in the State and represents value to the S



## Request to Adopt a National Cooperative as a Preapproved Vendor List

Evaluate the economic importance or advantage to the Agency and/or to the State in adopting the cooperative as a PVL:

Describe any Price Adjustment allowed by the Procurement and/or Master Agreement:

Discuss any other interests of the State which need to be considered:

	Yes	No	N/A
The Requesting Agency's legal counsel reviewed the Master Agreement and approved it as compliant with Mississippi law.			
The Department of Finance and Administration and/or the Public Procurement Review Board's Legal Counsel reviewed the Master Agreement and approved it as compliant with Mississippi law.			
The risk management requirements (warranty, bonding, insurance, other security) in the Master Agreement are appropriate to meet the Requesting Agency's needs.			
The performance schedule requirements in the Master Agreement meet the Requesting Agency's needs.			
The key personnel required in the Master Agreement is satisfactory to the Requesting Agency.			
The licensing and certification requirements in the Master Agreement are satisfactory to the Requesting Agency.			
The minimum experience requirements in the Master Agreement are satisfactory to the Requesting Agency.			
The training requirements for contractor's personnel and, if applicable, Agency staff, are satisfactory to the Requesting Agency.			

# IN-STATE COOPERATIVES

- When an Agency under PPRB's purview runs a solicitation in compliance with procurement laws and regulations, a different Agency may "piggyback" off that solicitation.
- Can use all or part of the soliciting agency's scope of services but no additional services can be added
- Piggybacking Agency can ONLY contract with winning vendors. If the soliciting Agency awarded to more than one vendor, the piggybacking Agency can award to less vendors but not more. Highest scoring vendors (or lowest price if an IFB was used) MUST be awarded.
- Piggybacking Agency can use same or lower pricing. If there is any change in scope, the piggybacking Agency must be able to demonstrate that the price per service was available in original procurement.
- Contract requires PPRB approval

OTHER METHODS TO  
PROCURE SERVICES  
R&R CHAPTERS 11 & 12



# STATUTORY EXEMPTIONS

Professional  
Exemptions

Miss. Code § 27-104-7

Agency-Specific  
Exemptions

Upload to  
MAGIC

# GOVERNMENT TO GOVERNMENT

Contract with  
PPRB Agency -  
PPRB approval  
not required

Contract with  
non-PPRB State  
entity – Fair  
Market Value  
Determination

# No Cost

No expenditure  
of State funds

Not under  
PPRB purview

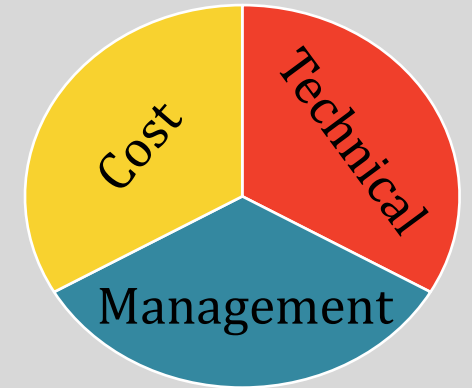
# REQUESTS FOR PROPOSALS AND QUALIFICATIONS

R&R CHAPTER 6  
MISS. CODE § 31-7-400, *et seq.*

# WHY USE AN RFP/RFQ INSTEAD OF AN IFB?



An IFB is evaluated on price alone,  
while an RFP/RFQ allows  
evaluation factors in addition to price.



After the submission deadline, RFP/RFQ allows:

↓  
Offerors to  
change their  
Responses

↓  
Best and  
Final  
Offer

↓  
Agencies to engage  
in discussions  
with offerors

# DECIDING BETWEEN AN RFP AND AN RFQ

## Requests for Proposals

Can the service be performed differently depending on which vendor is selected?

Would the agency benefit from receiving various ideas and approaches?

Does the agency have an end goal in mind but want different proposals as to how a vendor would achieve it?

## Requests for Qualifications

Is the offeror's personnel and experience the most important factor to consider?

Does the agency set the price?

A unique or creative approach to the work is not needed.

The most highly qualified offeror is needed.

Agencies have **discretion** to choose solicitation type.



# PETITION FOR RELIEF

## R&R SECTION 6.3

An agency seeking to use an RFP or RFQ must obtain approval from the PPRB by filing a Petition for Relief from the requirement to use Competitive Sealed Bidding.

### REQUIREMENTS

- Submit using the form on DFA website
- Explain why using an IFB is not practicable or advantageous
- Include agency plan for alternative procurement
- Include categories of evaluation factors
- Signed by the Agency Head or Designee

### TIMING

- Submit Petition by regular submission deadline for PPRB approval
- The RFP/RFQ cannot be released until Petition has been approved
- PPRB can revoke approval at any time
- Determination should be reviewed for applicability from time-to-time
- PPRB's approval expires after one year

The Petition for Relief form can be obtained on the DFA website: [www.dfa.ms.gov](http://www.dfa.ms.gov)

The collage illustrates the steps to find the Petition for Relief form on the DFA website:

- Home Page:** The top navigation bar includes 'Home', 'Contact', 'DFA Offices', and 'Quick Links'. A search bar is located at the top right.
- Forms and Templates:** A section titled 'FORMS AND TEMPLATES' lists various documents under 'Required Forms' and 'OPSCR Templates'. A yellow arrow points to the 'Required Forms' section, which includes 'Petition for Relief from Competitive Sealed Bidding'.
- Personal Service Contract Review:** A page titled 'PERSONAL SERVICE CONTRACT REVIEW' by Amanda Gambile, Director. It describes the role of the Office of Personal Services Contract Review (OPSCR) and the Public Procurement Review Board (PPRB). A yellow arrow points to the 'Personal Service Contract Review' sidebar menu.
- PPRB Petition Form:** A sample of the 'Petition for Relief from Competitive Sealed Bidding Requirements' form, which includes fields for Agency, Requested Date for PPRB Approval, and a section for the Agency's intent to utilize the following services.

# ADVANTAGEOUS, PRACTICABLE, & OTHER FACTORS

## Advantageous

Need for flexibility

Use of comparative judgment (relative ability of offerors) may result in more beneficial contracts

Need to weigh artistic and aesthetic value such that price is a secondary factor

## Practicable

Not a fixed price contract

Discussions needed to be conducted with offerors

Need to offer opportunity to revise proposals

Price is not primary consideration in determining award

## Other Factors to Consider

Quality, Availability, Capability overriding in relation to price

Priority should be given to maintenance and service as compared to initial installation

The marketplace will respond better to an RFP or RFQ

Procurement of services which can be solicited using an IFB cannot be combined with solicitations for services using an RFP or RFQ.

# EVALUATION FACTORS IN PETITION FOR RELIEF

The evaluation factors for the RFP/RFQ must be approved by PPRB with the Petition for Relief.

## COST:

The Petition for Relief must show that Price is at least 35% of the available points, and whether any other factors will be considered in the evaluation of Cost.

## TECHNICAL & MANAGEMENT:

The points allocated to each category must be approved with the Petition for Relief. Points allocated to subfactors are not required, unless any category has as many or more points allocated to it than Price. In that case, the agency must demonstrate that no subfactor will be allocated as many or more points than Price.

# MAGIC PROCEDURES FOR ISSUING A PETITION FOR RELIEF (OVAR: OVERSIGHT APPROVAL REQUEST)

**DFa** MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION

Search our site

Home Contact DFA Offices Quick Links

### FORMS AND TEMPLATES

**Required Forms**

- Petition for Relief from Competitive Sealed Bidding
- Sole Source Determination

**OPSCR Templates**

- Analysis of Contract Award, Renewal, or Modification
- Bond Commission Letter
- Invitation for Bids (IFB)
- Notice of Rejection
- Notice of Intent to Award
- Novation
- Procurement Opening Attendance Log
- Procurement References
- Procurement Reference Score Sheet
- RFQ Evaluation Factors Scoring Sheet
- Procurement Committee Evaluator Certification
- Stop Work Order

**OPSCR Links**

- OPSCR Petition for Relief MAGIC Instructions
- NIGP Service Codes

To ensure that your data is saved properly, download the form to your computer or workstation before entering your information.

**Know Your Benefits**  
The Mississippi State and School Employees' Life and Health Insurance Plan.  
[Read More](#)

**I am a**

- Citizen**
  - Public Records
  - Room Requests
  - Transparency
- State Agency**
  - DFA Offices
  - MAGIC
  - MAGIC HR
- State**
  - ACE Login
  - State and School Employees Health Insurance Plan
  - Travel Forms

**Personal Service Contract Review**

Contract Submission Checklists

**Forms and Templates**

Invitations for Bids

National Cooperative Contracts

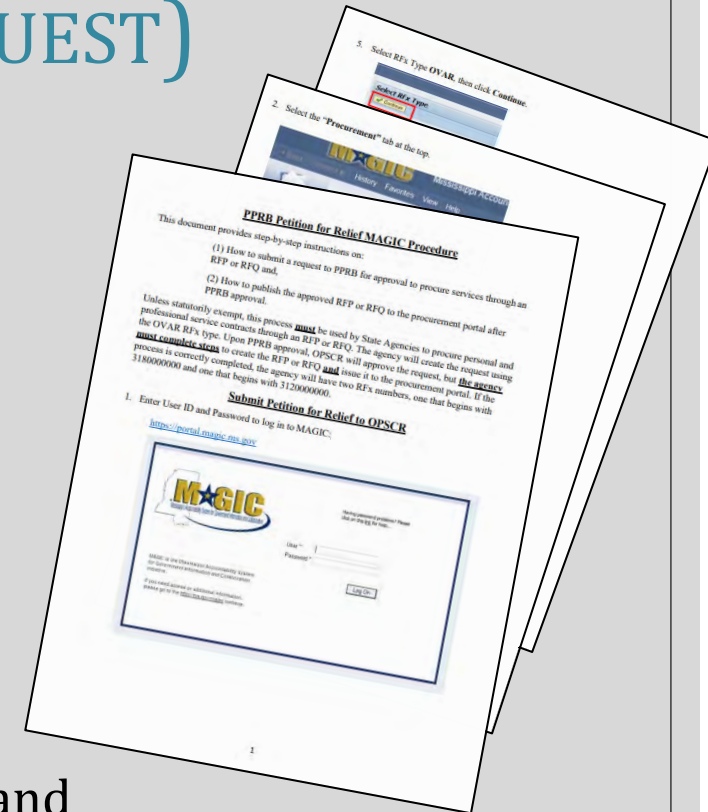
OPSCR Staff and Agency Assignments

Preapproved Vendor Information

Rules and Regulations

Training

Vendor Debarment



Agencies Must: (1) Publish the Petition for Relief, and  
(2) Publish the RFP/RFQ by creating a follow-on RFP/RFQ from a PPRB approved OVAR

Do you need Technical Help → [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov)



# REQUIRED CONTENT FOR AN RFP/RFQ

A statement that discussions may be conducted with Offerors 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

Instructions and information concerning proposal submission requirements

Type of services required and description of work involved

Minimum qualifications

Contract Ts & Cs

A statement that the offeror's price was submitted and arrived at independently

# REQUIRED CONTENT FOR AN RFP/RFQ

The order of importance of the evaluation criteria,  
either by the order listed, weight, or some other manner

A requirement that the Offeror list all their principals

A statement that the RFP or RFQ, its amendments, the Offeror's  
Proposal or Qualification and the Best and Final Offer shall  
constitute the contract

Offerors must acknowledge amendments in writing

A statement that the solicitation may be canceled at any time by the Agency and  
that the Agency can reject any proposal when in their best interest

# REQUIRED CONTENT FOR AN RFP/RFQ

Notice of opportunity to request reconsideration to the terms of the solicitation

A requirement that the Offeror submitted an unredacted version of their proposal as well as a version redacted for confidential commercial or financial information and/or trade secrets and notice that the redacted version will be furnished by the Agency in response to public record requests

Notice of Exclusion if redactions are made in bad faith



# DEVELOPING EVALUATION FACTORS

Like an IFB, an agency can prepare minimum qualifications and evaluate whether the Offeror is **Responsive and Responsible**.

Responsive and Responsible Offerors are evaluated on the following:

**Technical Factors** (optional)

**Management Factors** (optional)

**Cost Factors**

(Price, as a subfactor, is mandatory)

An agency has discretion as to what to evaluate in each category.

# SCORING EVALUATION FACTORS



**Blind Scoring is no longer required by**  
**Miss. Code Ann. Sec. 31-7-417**

# TECHNICAL FACTORS

## PROPOSED METHODOLOGY

Does the Offeror demonstrate a clear understanding of the scope of work and related objectives?

Did the Offeror provide complete responses to the RFP/RFQ requirements?

Has past performance of proposed methodology been documented?

Does Offeror use innovative technology and techniques?

# COST FACTORS

PRICE (DOLLAR AMOUNT ONLY) IS A SUBFACTOR AND MUST:

- be given at least 35% of the points
- be the highest weighted factor
- be scored objectively

THERE MAY BE COST FACTORS IN ADDITION TO PRICE:

Is the price and its component charges adequately explained?  
If required, are suitable bonds, warranties, or guarantees provided?  
Has the Offeror included quality control and assurance programs?  
Does the Offeror have sufficient financial resources?

# MANAGEMENT FACTORS

Does the proposed scheduling timeline meet the needs of the agency?

Does Offeror document a record of reliability, timely performance, on-time and on-budget implementation, and compliance with contractual requirements?

Is there a project management plan?

Does the Offeror document industry or program experience?

Does the Offeror have a record of poor business ethics?

To what extent does the Offeror rely on in-house resources vs. contracted resources?

Is there documentation of experience in performing similar work by employees and subcontractors?

Does the Offeror demonstrate cultural sensitivity in hiring and training staff?

# ASSIGNING EVALUATION POINTS

## EXAMPLE 1

**25 Technical**  
**30 Management**  
**45 Cost**

### Individual Cost Factors:

35 Price  
10 Financial Stability

## EXAMPLE 2

**40 Technical**  
**25 Management**  
**35 Cost** (Price Only)

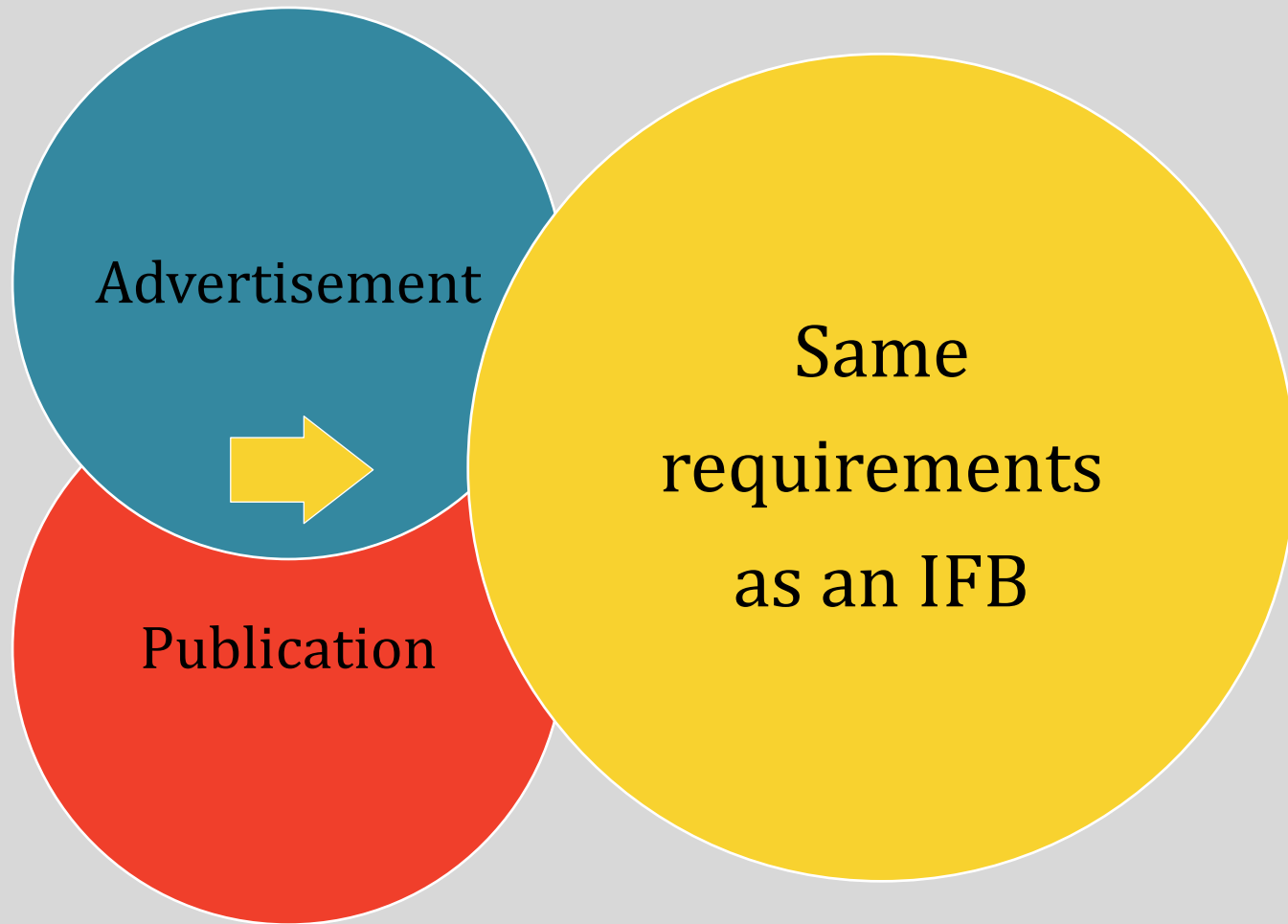
### Individual Technical Factors:

10 Understanding of SOW  
10 Innovative Technology  
and Techniques  
10 Plan to Deliver Contract  
Requirement A  
10 Plan to Deliver Contract  
Requirement B

## EXAMPLE 3

**35 Technical**  
**35 Management**  
**30 Cost**

On its face, this point allocation is not compliant with the statutory requirements. The number of points allocated to Cost does not meet the 35% requirement for Price, an *individual factor* under Cost. Price must be at least 35% and the highest weighted individual factor.



## DOUBLE CHECK PUBLICATION

- ☒ Newspaper
- ☒ Agency Website
- ☒ Transparency

Not required  
under the R&R.

May assist in  
planning  
facilitation of  
procurement.

Cannot be due less  
than 14 days after  
public notice

## LETTERS OF INTENT

## PRE-PROPOSAL OR QUALIFICATION CONFERENCE

Not required  
under the R&R.

Must be recorded,  
and recording  
must be put in  
writing. The  
writing must be  
treated as an  
amendment.

Must give Offerors  
a reasonable  
amount of time to  
incorporate  
Answers into their  
proposals or  
qualifications.

The Q&A must be  
treated as an  
amendment.

## Q&A PERIOD

## AMENDMENTS

Amendments must  
be identified and  
Offerors required  
to acknowledge.

Send to all  
prospective  
Offerors; post on  
procurement  
portal and agency  
website.

Reasonable time to  
allow Offerors to  
incorporate into  
response.



# EVALUATION COMMITTEE

Members shall have the relevant experience necessary to evaluate the proposal or qualification.

Members' names and job titles are disclosed publicly after contract award, including resumes of any members who are not State employees.

Must sign declaration that he or she has no conflict of interest before evaluating.

The committee may use advisors to provide opinions on the proposals and qualifications. Advisors are subject to the same rules and restrictions as committee members.

# AWARD

RESPONSIVE AND RESPONSIBLE OFFEROR  
WITH THE HIGHEST EVALUATED RESPONSE

The same Notice of Intent to Award  
and Notice of Contract Award  
requirements apply to RFPs/RFQs  
as those which apply to IFBs.

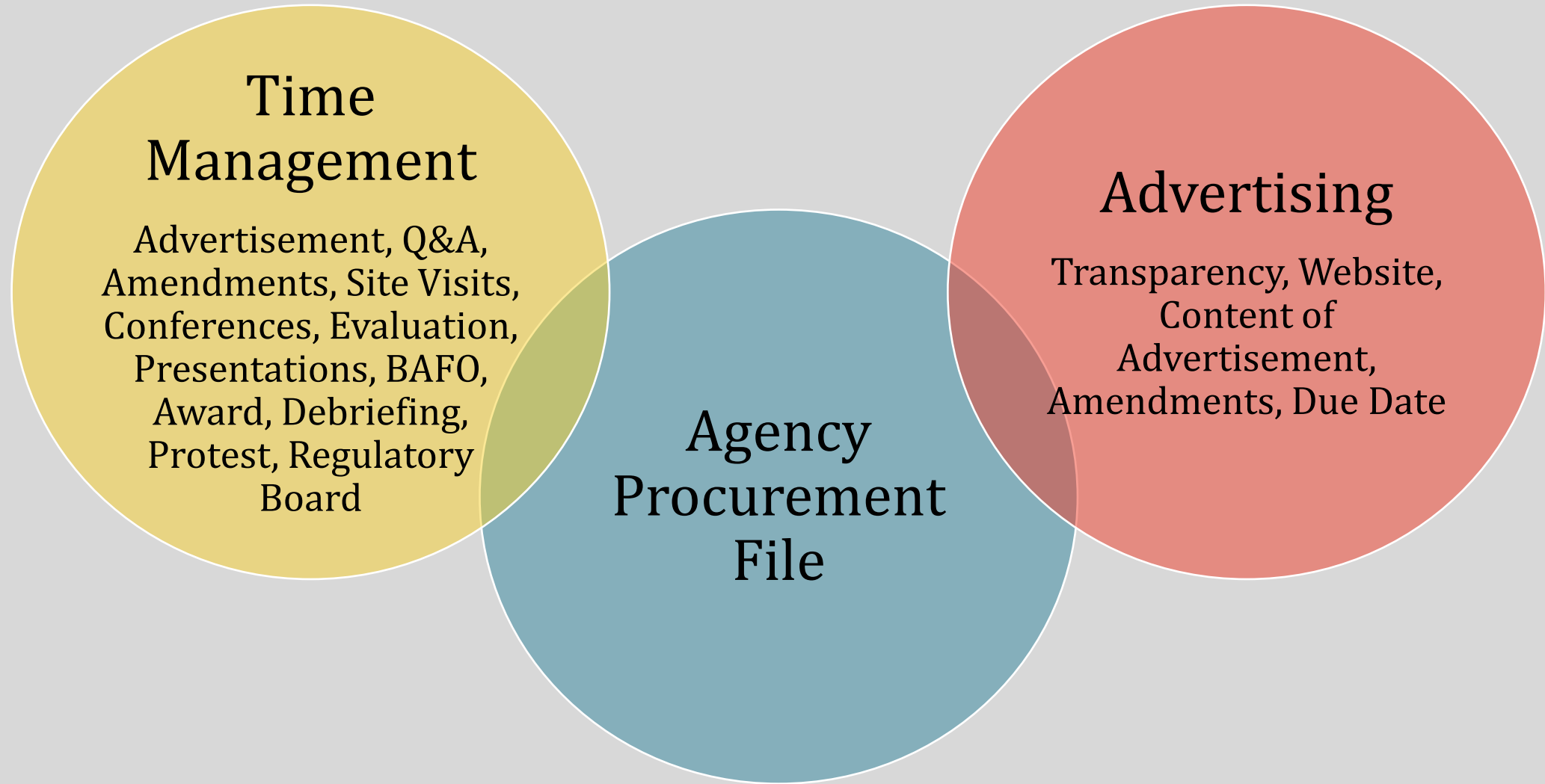
## STATUTORY REQUIREMENT:

Notice of Intent to Award must be posted  
48 hours prior to contract award.

# DEBRIEFING AND REQUESTS FOR RECONSIDERATION

- Vendor receipt of the Notice of Intent to Award and posting of the Agency Procurement File triggers the Debriefing and Reconsideration periods.
  - Email ➡ Delivery Receipt & Read Receipt
- Vendors must be debriefed prior to the contract being presented to PPRB for approval.
- Vendors have 3 business days to file a Request for Reconsideration of the Intent to Award. Reconsideration is limited to what is in the procurement file, the terms of the solicitation, and violations of OPSCR's rules and regulations.
- Requests for Reconsideration must be resolved for Board approval.

# COMMON PROBLEMS



# PLANNING YOUR RFP/RFQ TIMELINE

When does your current contract expire or when do you need the work to start?

Schedule your operational start date and work backwards.

Do you need an Implementation Period? How long?

What is the date of the last PPRB Meeting where  
your Contract can be approved in order to meet your timeline?

What date do you have to submit the contract to OPSCR?



Schedule Debriefing and Reconsideration (3) Periods.  
When can you send Notice of Intent to Award (48 hrs)?

Double Check Scoring, Executive Review of Award

How much time will you need to Evaluate Bids?

R&R/Technical/Cost/Management

Submission Deadline

Q&A

Vendor Preparation Time/Agency Preparation Time



Will you hold a pre-submission conference?  
How much time will vendors need to prepare?

What date will you issue the RFP/RFQ?

When do you need to provide public notice?

When does the newspaper need ad copy?

How long will it take you to prepare the  
RFP/RFQ? Who will need to review  
the RFP/RFQ at your agency?

When do you need the Board to approve the  
Petition for Relief? When must you submit it?

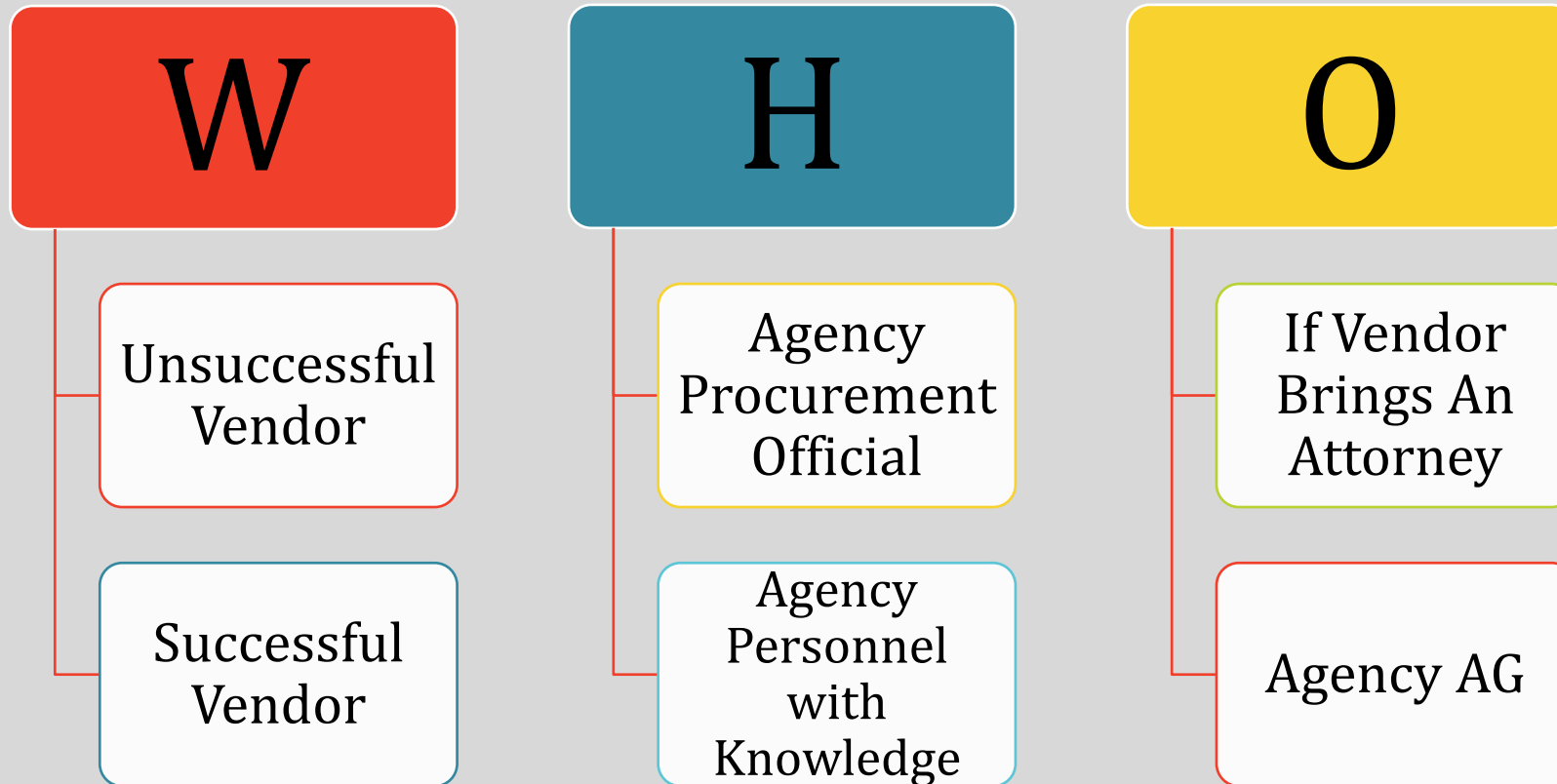


# DEBRIEFING AND RECONSIDERATION

# VENDOR DEBRIEFING:

## THE WHO, WHAT, WHERE, WHEN, AND WHY

### R&R SECTION 5.6.2 & 6.9.2



# WHAT

Significant weaknesses in debriefed vendors offer, if any

Price of winning vendor and debriefed vendor

Ranking of all vendors

Summary of the rationale for the award

Reasonable responses to relevant questions re: procedures & regulations followed

NOT a point-by-point comparison of debriefed vendor's offer with other offers

Debriefings must be conducted before PPRB approval

List of vendors and dates of debriefings in Agency Procurement File



In Person

Telephonic

WHERE

Video  
Conference

Any Method  
Acceptable to  
the Agency

# W

Agency Notify  
Vendors of Right  
to Debriefing

- Award Letters to Vendors
- Procedure & Deadlines

# H

Vendors Must  
Request  
Debriefing

- Agency sets deadline and method for when requests for debriefing must be received

# E

Agency Must  
Conduct  
Debriefing

- While OPSCR is reviewing the procurement (in Agency Head's discretion)
- Prior to Presentation to PPRB for Approval

# N

W

Strengthen Business  
Relationships

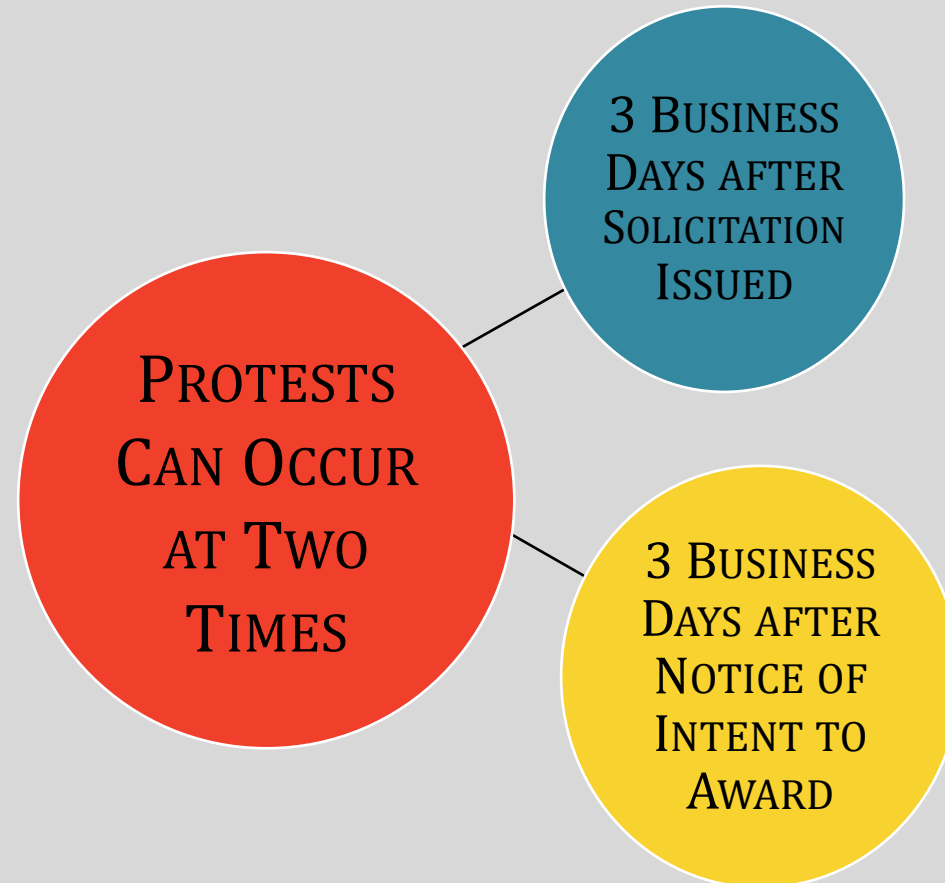
H

Improve the  
Procurement Process

Y

Prevent Requests for  
Reconsideration

# RECONSIDERATION: R&R SECTIONS 5.2.4, 5.6.3, 6.5.4, & 6.9.3



**WHAT IS  
RECONSIDERATION:**

An opportunity for vendors who are aggrieved  
by the solicitation or contract award to seek a  
remedy from the Agency

**Procurement Preparation,  
Facilitation, and Contract Award**

**STATUTORY  
COMPLIANCE**

**REGULATORY  
COMPLIANCE**

**COMPLIANCE  
WITH TERMS  
OF  
SOLICITATION**

**COMPETITION  
FAIRNESS  
TRANSPARENCY**

Notify Vendors of  
Reconsideration Rights  
and Procedure in the  
**Solicitation and Award  
Letters**

Vendors must file request  
in writing within **3  
business days** of  
Solicitation or Notice of  
Award being issued

Complete Agency  
Procurement File must be  
posted on Agency website  
to trigger 3-day period

Vendors submit to Chief  
Procurement Officer of  
Agency **and** Director of  
OPSCR

Reconsideration **stays** the  
solicitation or contract  
award until resolved

Agency must reasonably  
respond to **each**  
allegation in writing

Requests for  
Reconsideration must be  
resolved **before**  
submission of the  
contract to OPSCR

Request and Agency  
decision given to each  
vendor and posted on the  
procurement portal and  
the Agency's website

# AGENCY PROCUREMENT FILE

## APPENDIX D

- All documents required to be posted on Agency website as part of the Agency Procurement File are listed in Appendix D and sorted by solicitation type.
- Complete posting triggers period for reconsideration. If it is determined that part of the Agency Procurement File is missing, you must post the missing documents to be in compliance and trigger the 3 business day period.
- Because vendor submissions are now required to be posted, solicitations now require notice to vendors that they must produce both a redacted and unredacted version of their submissions or that by not providing a redacted version their unredacted submission will be posted as submitted.

# CONTRACT SUBMISSION PACKETS



# OPSCR Contract Submission Packet

All Procurement Documents  
Any Documents Demonstrating Compliance with R&R  
Unexecuted Contract with PPRB required Clauses  
Solicitation  
Bid Opening / Registration of Bids/Proposals  
All Vendor Responses  
Publication/Advertising (Newspaper, Website, Transparency)  
Documentation of Vendor Conferences  
Amendments/Q&A  
Reference Score Sheets  
Evaluation Team and Score Sheets  
Notice of Intent to Award  
All Correspondence with Vendors  
Certificates of Insurance  
Evaluator Conflict of Interest Certifications  
Reconsideration Requests/Decisions  
Checklists

*Incomplete packets delay review and may result in having to be pushed to the next PPRB meeting.*

# OPSCR Training

- Email: [OPSCR@dfa.ms.gov](mailto:OPSCR@dfa.ms.gov) for information
- Visit DFA OPSCR website for future class dates