

Pursuant to Miss. Code Ann. § 25-61-9(7), as amended, for all procurement contracts awarded by state agencies, the provisions of the 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 confidential commercial or financial information, and shall be available for examination, copying or reproduction as provided for in the Mississippi Public Records Act of 1983, as amended.

Any party seeking a protective order for a procurement contract awarded by state agencies shall give notice to and provide the reasons for the protective order to the party requesting the information in accordance with the Mississippi Rules of Civil Procedure. <u>The notice and reasons for the protective order must be posted on the Mississippi procurement portal for a minimum of seven (7) days before filing the petition seeking the protective order in chancery court. Any party seeking a protective order in violation of Section 25-61-9(7) may be barred by a state agency from submitting bids, proposals or qualifications for procurement for a period not to exceed five (5) years.</u>

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### **Step 1: Selection of RFx Type and Parameters**

1.) Enter your User-ID and Password at <u>https://portal.magic.ms.gov</u>.



2.) Select Procurement.



3.) Select Procurement Work Center.



4.) Select RFx under Strategic Sourcing

4	Strategic Sourcing Create Documents REX BIG Faculation Report
	Contract Management Create Documents Contract Contract Download Report
	Workflow Workflow is a tool to help automate complex business processes where <u>Universal Worklist</u> The Universal Worklist is a tool that allows you to manage tasks from r alerts and handle notifications.
<	Utilities All utility functions can be found here for Procurement. <u>Advanced Search</u> Search for existing shopping carts and other documents. <u>View Asset Validation Table</u> Display all the current asset validations available.



#### 5.) Select Bid Type (RFIN) then click Continue

Sele	ect the type	of RFx you want to cre	eate
	RFx Type	RFx Type Description	
	IFBD	Invitation for Bid	
	NBID	Negotiated Bid	
	OVAR	Oversight Appv Reqst	
	OVEX	Oversight Exempt	
	PREQ	Procurement Request	
	RFIN	Req. for Information	
	RFPR	Request for Proposal	
	RFQF	RFQ - Formal	-

6.) In the RFx Information > RFx Parameters tab, enter the following data elements:

Data Element	Information
Start Date/Time	Advertisement Notice Start Date/Time
Bidders Submission Deadline Date/Time	Must be a minimum of seven (7) calendar days from Start Date/Time.
Opening Date/Time	Same as Bidder Submission Deadline Date/Time
Surrogate Bid Entry Submission Deadline/Time	Will automatically default seven working days from Bidder Submission Deadline Date/Time.

Create RFx				
PEx Number 3150000029 Number of Suppliers 0	Smart Number 1130-15-R-RFI9400 Number of Nems 0 Versio	002 Type Res for Information Number Version Type Aut	Status in Process Created On 06/05/2019 Version External Version Number	1 11:35:46 Created By Robert Fulcher T
Edit Close Publish	Save Check Export Frint Prev	ew Impart		
FFx Information	idders Items Notes and A	tachments Weights and Score	s Approval Tracking	
REx Parameters Guestion	a Notes and Attachmenta Tabl	Extension Payment Synop	us User-Epecified Status	
Identification Smart Number	1130-15-R-RFIN-00002		Event Parameters Currency Target Value	
RFx Number RFx Type	3150000020 Reg. Rr Information		Detailed Price Information Follow-On Document	No Price
Product Category Publication Type	Public RFx		Bidder Can Change RFx Responses Allow Multiple RFx Responses for Each Company Display Weighting to Bidden:	
Organization			Major Procurement Category, *	
Purchasing Organization	State of Mississeppi- Purchasing	0	Sub Procurement Category: *	
Parchasing Group	113D OVBIGHT OPTEM	Show Members		
Dates			Electronic Responses Only	
Start Date:	120000 am		Document Builder Doc Type	ZRFX_AMENO
Surregate Bid Entry Deadline:	• 12 00 00 am		Confidential Document	100 14 7 40 40 mm
Opening Date *	12:00:00 am		Bidder Submission Deadline: *	12:00:00-sm



7.) Enter the applicable **Major Procurement Category:** Commodities and enter the **Sub Procurement Category:** Protective Order Request.

Create RFx				
REx.Number 3150000020 Number of Suppliers 0	Smart Number 1130-15-R-RF84000 Number of Nerns © Version	02 Type Rea for Information Number Version Type Active	Status in Process Created On 06/05/2019 Version External Version Number	111 35 48 Created By Robert Fulcher Te
Edit Close Fublish	Save Check Export Print Prev	ew I Import		
File Information B	idders Rems Notes and All	tachments Weights and Scores	Approval Tracking	
RFx Parameters Guestion	Notes and Attachmente Table	Extension Payment Synops	is User-Epecified Blatus	
Identification Smart Number	1130-15-R-RFIN-00002		Event Perameters Currenny Target Value	UED 0
RFx Number: RFx Type Product Category Publication Type:	St SD000020 Reg. for Information		Detailed Price Information Follow-On Document Bidder Can Change RFs Responses Allow Multiple RFx Responses for Each Company Display Weighting to Bidders:	No Price
Organization Purchasing Organization Purchasing Group	State of Mississeppi - Punchasing 1130 OVSIGHT OPTEM	D Stew Members	Major Procurement Category, * Sule Procurement Category, *	
Detes Start Date: Surregate Bid Entry Deadline: * Opening Date: *	120000 am 120000 am 120000 am		Electronic Responses Only Document Builder Doc Type Confidential Document Bildder Submission Deadline: *	2RFX_AMEND  1200.00 am



### Step 2: Add Items to the RFx

1.) Select the Items Tab



2.) Click the Add Item button and select Product Category from the drop down.

Details	Select	Add Item .	Exercise Opti	n.	Copy
Line I	lumber i	Normal		-21	em Numb
		Product Ca	ategory		
		Add items	from SC	-	
		SoMS Inter	mai Cataloo		

3.) Enter the **Product Category** from the original bid invitation.



4.) Enter a short description (40 characters or less) of the commodity/service awarded preceded with **Protective Order for...** 

RFs Informatio	in Eldders	tems Notes av	d Atlachments	Weights	and Scores	Approval	Tracking				
Them Overview											
RFs Response I	Required for All Items	Bidder Can Add t	New Rems	Allow RFr R	esponse Model	cation 👻	Bidder Can Cha	nga Du	anthas		
Details   Add Lin	🖌 Add Bultane -	Cut Copy Pa	aste a Delete	Export			and the second se				
Line Number	Internal Item Number	item Type	Option Type	Product ID	Description			Lat	Allow RFs Response Modification	Product Cale	garij
• 🗐 🛙	1	Product Category		-	Protective Ord	er for Cansul	ting Services		0	91802	×
Contraction of the second				1					1000	a state of the	



#### Step 3: Add Bidders to the RFx

Bidders added to the RFx will allow visibility of the request.

1.) Search for appropriate bidders to add to the RFx by clicking on Bidders tab.

At a minimum, add all bidders responding to the original solicitation that led to the contract award the vendor is seeking to protect from disclosure.

- 2.) Click and select From Internal Directory which appears in the dropdown
- 3.) Ensure the search view is by **Bidders from Suppliers Lists**.
- 4.) Enter the **Product Category** (same Product Category from the items tab) and click the

Search button.

Sear	ch for Bidders							×
The	table lists all av	vailable bidders. You can filter th	e results by selecting	g a value from the dropdowr	n menu on th	e toolbar.		
Vi	ew By: Bidders	from Supplier Lists					Hide Query	
Se	arch by Suppli	er List	_					
Pr Pr Cr	umber: oduct Category urchasing Organ eated By:	: [1]	Des Pro D Sup	duct ID:		<b>1</b> <b>1</b> 500	Search	
Bio	ders							
₽	Number	Description	Product Category	Purchasing Organization	Product ID	Supplier Number	Created By	
	1000000190	00505 - Abrasives Eq & Tools	00505	SOMS				
	1000000191	00514 - Abrasives Clothfiber	00514	SOMS				
	100000192	00521 - Abrasive Sndblst Mtl	00521	SOMS				
	100000193	00528 - Abrasives Sandblast	00528	SOMS				
	1000000194	00542 - Abrasives Wheelstone	00542	SOMS				
	100000195	00556 - Abrasives Tumbling	00556	SOMS				
	100000196	00563 - Abrasives Compounds	00563	SOMS				
	100000197	00570 - Abrasives Pumice	00570	SOMS				
	100000198	00575 - Abrasives Recycled	00575	SOMS				
	1000000100	00584 - Abrasive Wools	00584	SOMS			5	
Add	d Selected Bidd	lers Cancel						Ē
-								

- 5.) Once the search results have been returned, highlight selections. If multiple selections are needed, use the shift key and select additional lines.
- 6.) Then, click Add Selected Bidders to add your selection(s). This will ensure that all the vendors who have registered for particular product categories will be informed of a notice via email (if an email address is maintained for the vendor).



#### **Step 4: Add Notes and Attachments to the RFx**

This section must include the notice to and reasons for the protective order which must be provided to the party requesting the information in accordance with the Mississippi Rules of Civil Procedure.

1.) Add appropriate Notes and Attachments at the header level tab. This can be done by clicking on the **Notes and Attachments** tab and clicking the **Add** button. A dropdown list will appear.

Close Publish Save Check Export Print Preview Import	
RFx Information Bidders Items Notes and Attachments Conditions Weights and Scores Approval Tracking	
▼ Notes	
Assigned To Category Text Preview	

2.) The text that should be added is indicated below:

Header Tendering	This is a summary of the Protective Order Notice. It will
Text	print on the RFx form under "Notice to Vendor" section.
Synopsis text	This should be a short description of 60 characters or less
(required)	that will appear on the procurement portal. Example text:
	Protective Order Notice for Consulting Services
Additional Contact	Enter a description of vendor contact information, i.e.,
Info	who/where objection letters and/or questions related to the
	notice should be submitted. It will print on the RFx form
	under "Additional Contact Info" section.

3.) Add Attachments by clicking on the Add Attachment button.

REX Informatio	on Bidders	items	Notes	and At	tachments	Conditions	
Notes							
Add J Clear							
Assigned To	Category				Text F	Preview	
	<u> </u>						
Attachments	_						
Attachments Add Attachment	Edit Description	Versioning a	Delete	Create	Qualification	Profile	



4.) In order to have the document visible to the vendor(s), uncheck the box that indicates Visible internally only

Add Attachment	
Here you can upload an attachment. File:	You have to assign it to either the document general data or to an item Browse
Description: Assign To: *	General Data
Visible Internally only:	Keep this attachment internal
	OK Cancel

Attachments can be in any file extension. However, the best practice is to use a common file extension such as pdf or doc, because the vendors receiving notice may not have the appropriate software for viewing.

#### Step 5: RFx Approval

There is a single level of agency manager approval available on the RFx. If the agency does not have the approval level set, the document will "System Approve". However, if additional approvals are required, this can be done using the ADHOC Approver functionality.

Note: All approvals must be applied to the RFx prior to RFx Start Date/Time.

1.) To add an ADHOC approver, click the Approval tab.

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

#### 2.) Select Add Approver

dd Approver	Remove Approver				
sequence.	Process Step	Status	Processor Determination	Processor	Received Or
* 001	Automatic Approvai	Open (No Decision Made)	SYSTEM	System	



3.) Enter the **Approver ID** or search by clicking the **search** icon.

Add Approver	
Approver ID:	
Name:	
Department:	
Building:	
Telephone Number:	
E-Mail Address:	
	OK Cancel

4.) A list of users from that agency's Purchasing Group will be displayed. Click on the desired user by highlighting the line and select the **OK** button.

Identification Number of Agent / Reviewer (PD-Org. ID): /	All Values 📃 본
Show Filter Criteria	Personal Value List Settings
User Name 🚊 Last name	First name
Not shown for security purposes.	e 
	OK Cancel

Once the buyer has selected the individual from their Purchasing Group as an ADHOC Approver, the approver will proceed to the Universal Worklist and click on the work item. The document will open and once the document has been reviewed, the appropriate decision can be made, "Approve" or "Reject".

eader Approva	il Status					
Add Approver 🖌	Remove Approver					
Sequence	Process Step	Level Status	Status	Processor Determination	Processor	3
• 001	SRM RFx Approval	Valid (Can be Started)	Open (No Decision Made)	ADHOC	First Last	



- 5.) Publish the RFx by clicking on button after you have confirmed that the notice has all the relevant information populated and attached. The publish button is only visible in "Edit" mode
- 6.) Once published, the RFx will display within the ADHOC approvers Universal Worklist.

new	Universal Worklist	Identity Management							
me >	<ul> <li>Universal Workdult &gt; U</li> </ul>	niversal Worklast							
<b>1</b>	The list of items shown her	e could be outdated. W/	alting for update						
7	Tasks (119/120)	Alerts Notifical	Ions SAPoffice Mails	Tracking					
Sh	IOW New and In Progres	Tasks (1197120)	Select a Subview	· All	Ŧ				
			the second	And a second sec	Concernant of the second se				
<b>F</b> 4	Ruhiart				ä	From	Sent Date	v	Priority

Once the notice has been approved, it must display on the MS Procurement Opportunity Contract Search Portal on the Start Date and Time for a minimum of seven (7) days.

### **Step 6: Attaching Protective Order Documents to the Awarded Contract**

Once the contract has been awarded and the vendor requests a protective order, the agency must attach the petition seeking the protective order in chancery court document to the awarded contract for Transparency visibility.

▼ Attactments								
Add Attachment Edit Description Versioning Delete Create Qualification Profile								
Assigned To	Category	Description	Version	Processor	Visible Internally only			
Document Header	Standard Attachment	Protective Order Petition	1					

If the protective order request is granted by the chancery court, the agency should perform an external modification to the contract and attach a copy of the protective order as an external attachment for Transparency.

▼ Altachments							
Add Attachment   Edit Des	scription Versioning 🖌 Delete 🛛	Oreate Qualification Profile					
Assigned To	Category	Description	Version	Processor	Visible Internally only		
Document Header	Standard Attachment	Protective Order Granted	11				

If the Protective Order Request is denied, the agency must attach an unreacted copy of the contract for Transparency purposes.