



SPECIAL TELEPHONIC MEETING MINUTES
Friday, May 29, 2020

Location: E.T. Woolfolk State Office Building
501 North West Street, Room 1302
Jackson, Mississippi

Board Members Attending Via Teleconference:

Jeffery Belk, Chair
Billy Morehead, Vice-Chair
Norman McLeod
Rita Wray
Leila Malatesta

Board Member Present: Liz Welch, Department of Finance and Administration

Staff Members Present: Liz Bolin, Special Assistant Attorney General
Aubrey Leigh Goodwin
Brittney Thompson
Steven McDevitt
Ross Campbell
Liz DeRouen

Staff Member Attending Via Teleconference:

Catoria Martin, Special Assistant Attorney General

Mississippi Development Authority Guests Attending Via Teleconference:

Brian Daniel
Jamie Miller
John Rounsaville
Trisha Shannon

I. Call to Order

The meeting was called to order by Chair Jeffrey Belk.

II. DFA Office of Personal Service Contract Review (OPSCR)

A. Consideration of Contracts for Board Action

1. Requesting Agency: Mississippi Development Authority

Supplier: Balch & Bingham LLP

RFX # 3160003660

Contract #: 8200051485

Term: 05/29/2020 – 3/31/2021

Total Value: \$732,125.00

Summary of Request: Pursuant to the “2020 COVID-19 Mississippi Business Assistance Act”, Senate Bill 2772 (Regular Session 2020)(hereinafter the “Act”), and effective May 20, 2020, the “Back to Business Mississippi Grant Program” (hereinafter “Program”) was established to be administered by the Mississippi Development Authority (hereinafter “MDA”). The Mississippi Legislature has appropriated \$240,000,000.00 in relief from the federal CARES Act Relief Funds received by the State of Mississippi for the Program. The Program will receive applications and disburse funds to eligible businesses to cover eligible expenses, as defined in Section 6 of the Act. MDA issued this Invitation for Bids (hereinafter “IFB”) to seek bids from qualified firms to assist in establishing and administering the Program. The administration of the Program will include assisting the MDA with all the duties and responsibilities of the Act, in accordance with all guidance issued by the United States Department of Treasury or other oversight entity which is applicable to all CARES Act funds, to ensure the funds disbursed are done so in compliance with all applicable legal requirements. Pursuant to Section 7, subparagraph (3) of the Act, MDA may contract, subject to the approval of the Public Procurement Review Board, for such administrative services after receiving at least two (2) bids for time and expense not to exceed Nine Hundred Thousand Dollars (\$900,000.00). MDA received four (4) bids in response to this IFB, of which one (1) was declared nonresponsive due to submitting past the deadline. MDA intends to award to Balch & Bingham LLP as the lowest and best responsible and responsive bidder.

Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and has been determined to comply with Section 7, subparagraph (3) the Act. OPSCR staff recommends approval of the contract as requested contingent upon OPSCR approval of the form of the contract.

Projected Budget for Life of the Contract: \$732,125.00

Action: A motion was made by Mr. Morehead to approve the staff recommendation as presented. The motion was seconded by Ms. Wray and unanimously approved by all members present.

III. Other Business

Ms. Goodwin stated there was no further business to discuss.

IV. Adjournment

Action: A motion was made by Ms. Malatesta to adjourn. The motion was seconded by Mr. Morehead and unanimously approved by all members present.

These Minutes of the Public Procurement Review Board were approved by the members on the 25th of June, 2020.



Jeffery Bell, Chair

6/30/20

Date



STATE OF MISSISSIPPI
GOVERNOR TATE REEVES
DEPARTMENT OF FINANCE AND ADMINISTRATION
LIZ WELCH
INTERIM EXECUTIVE DIRECTOR

NOTICE

A Special Telephonic Meeting of the
PUBLIC PROCUREMENT REVIEW BOARD

will be held Friday, May 29, 2020
3:00 p.m. in the
13th Floor Executive Conference Room
Woolfolk State Office Building

*Call-in information will be provided by request made to PPRB@dfa.ms.gov
or by calling 601-359-3402.*



SPECIAL TELEPHONIC MEETING AGENDA
Friday, May 29, 2020
3:00 p.m.

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Staff Recommendation: This request has been reviewed for compliance by OPSCR staff and has been determined to comply with Section 7, subparagraph (3) the Act. OPSCR staff

recommends approval of the contract as requested contingent upon OPSCR approval of the form of the contract.

Projected Budget for Life of the Contract: \$732,125.00

III. Other Business

IV. Adjournment