

Exigent Circumstances Contract

PPRB OPSCR Rules and Regulations Section 10.2

Exigent circumstances are circumstances giving rise to a pressing need which cannot be met by undertaking another method of procurement allowed by the *PPRB OPSCR Rules and Regulations*.

Agency _____

Contractor _____

New Contract Renewal Beyond Term Contemplated in the Original Solicitation

If Renewal, Additional Period of Performance _____

Total Period of Performance _____

If Renewal, Additional Contract Amount _____

Total Contract Amount _____

Contract Number _____

Other Associated Numbers in MAGIC _____

Notes:

Agency Head Determination Section 10.2.2		
The determination includes		
• A determination that exigent circumstances exist	Yes	No
• An explanation of the exigent circumstances	Yes	No
• Why Agency need cannot be met by another procurement method	Yes	No
• How Agency sought to maximize competition or a detailed description as to why competition was unavailable	Yes	No
• Signature of the Agency Head (cannot be delegated)	Yes	No
Is the contractor an incumbent? Yes No		
If yes, did incumbent extend all terms and conditions, including price? Yes No		
Explain any terms which differ		

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Contract

Chapter 14, Appendix E

State the page number in the contract where the following required clauses are located

- _____ Applicable Law Clause
- _____ Approval Clause
- _____ Availability of Funds Clause
- _____ Compliance with Equal Opportunity in Employment Policy Clause
- _____ Compliance with Laws Clause
- _____ Contractor's Representation Regarding Contingent Fees Clause
- _____ E-Payment Clause
- _____ E-Verification Clause
- _____ No Limitation of Liability
- _____ Paymode Clause
- _____ Procurement Regulations Clause
- _____ Property Rights for the contract Clause
- _____ Representation Regarding Gratuities Clause
- _____ Required Public Records and Transparency Clause
- _____ Stop Work Order Clause
- _____ Termination Clause

Contract Approval

Sections 1.2.1, 1.2.2, 10.2.4, and 14.8

Date Submitted to OPSCR _____

Requested PPRB Meeting Date _____

Contract (or Renewal) Effective Date* _____

**The Effective Date cannot be prior to the PPRB Meeting date.*

The contract requires regulatory board approval (other than PPRB) Yes No

Board _____

Expected Board Meeting Date _____

A copy of the Minutes showing the Regulatory Board approved the contract is required before final approval.

Contractor currently qualified to do business in MS (Miss. Code § 79-4-15.01?) Yes No

Provide documentation of current registration and good standing with the Mississippi Secretary of State.

Exigent Circumstances Contract

Only if renewing a contract or entering a new contract with an incumbent. (Check if N/A:)

Insurance Requirements in original contract (type of insurance and amount)

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Is the State or Agency required to be an Additional Insured? Yes No

A current Certificate of Insurance reflecting the required coverage must be submitted to OPSCR.

Contract Clause or Page Number where Insurance Requirements can be found _____

What is the funding source for this contract?

____ % State General Funds

____ % Federal Funds

____ % Grant Funds (describe Grant): _____

____ % Other (describe): _____

Have these services been provided to the Agency prior to the present contract? Yes No

If yes, who was providing the services _____

Disregard this question if the contractor is the incumbent.

Agency Representative for PPRB Meeting _____

Agency Representative Email Address _____

Responsible Agency Official _____

Title _____

Telephone Number _____

Email Address _____

By signing below, I certify that all information provided herein and/or uploaded to MAGIC is true, correct, and complete to the best of my knowledge.

Signature _____ Date _____

Exigent Circumstances Contract

Check if Uploaded	Documents to Upload in MAGIC <i>(preferably as individual PDFs labelled as indicated below)</i>	Publicly Available
	Unexecuted Exigent Circumstances Contract	-
	Signed Exigent Circumstances Declaration	-
	Complete Submission Checklist (and required documentation)	-
	Contractor's Current Registration with Secretary of State	-
	Proof of Regulatory Board Approval (if applicable)	-
	Proof of Current Certificate of Insurance (if applicable)	-

OPSCR USE ONLY

Primary Analyst _____ Signature _____

Secondary Analyst _____ Signature _____

NOTES