

New Contract Submission
Invitation for Bids
PPRB OPSCR Rules and Regulations Chapter 5

Agency _____

Contractor _____

Period of Performance _____

Spending Authority Requested _____

Projected Contract Lifecycle and Budget

Contract Term	Start Date	End Date	Projected Budget

List the initial term and all renewal periods in the Contract Term column. For example, if you are submitting a three-year contract with two optional one-year renewals, you would list "Initial Term"; "Renewal Year 1"; "Renewal Year 2". List the anticipated start and end date of each period and the amount the Agency anticipates it will spend in each period. If the Contract is for more than 5 years, provide the Agency's authority to enter a contract for a term longer than five years pursuant to Rule 14.3.1 in the **Notes** section below and provide all supporting documentation.

Contract Number _____

If multiple contracts were awarded for the same IFB, list them in the **Other Associated Numbers in MAGIC** section below. For each contract, you must complete page 1, the Contract section, and the Contract Approval section for each contract.

Solicitation RFx Number _____

Other Associated Numbers in MAGIC _____

Notes (any comments or information you want to provide to OPSCR)

Preliminary Considerations

Introduction; Chapter 4

Did the Agency seek guidance from DFA or ITS regarding whether this contract is subject to the PPRB's purview or the ITS Board's purview? Yes No

If yes, please identify the DFA and/or ITS staff member(s) who assisted you

Name _____ Email _____ Agency _____

Name _____ Email _____ Agency _____

Documentation of the request and the response received should be submitted to OPSCR (ex email thread).

Did the Agency issue a Request for Information prior to issuing the solicitation? Yes No

The following people attended and/or responded to the RFI (name and company)

_____	_____
_____	_____
_____	_____
_____	_____

The Public Notice required by Sections 4.2 and 4.3 and the written determination required by Section 4.5 shall be submitted to OPSCR.

Content of the Invitation for Bids

Section 5.1; Appendix E

List the page number(s) in the Invitation for Bids where the following information is located

- _____ Bid submission requirements
- _____ Bid form
- _____ Other forms bidder is required to submit (if any)
- _____ Minimum qualifications
- _____ Description of services being procured
- _____ Contract terms and conditions
- _____ Statement that the Agency may cancel the solicitation
- _____ Statement that the Agency may reject any bid submitted
- _____ Statement that bidder arrived at price independently without collusion
- _____ Opportunity to request reconsideration of the terms of the solicitation
- _____ Requirement that redacted copy of bid be submitted
- _____ Notice that vendor is subject to exclusion if redactions made in bad faith
- _____ Notice that redacted bid is a public record
- _____ Requirement that bidders acknowledge every amendment
- _____ Acknowledgement of Amendments Clause
- _____ Applicable Law Clause
- _____ Approval Clause
- _____ Availability of Funds Clause

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_____	Certification of Independent Price Determination Clause
_____	Compliance with Equal Opportunity in Employment Policy Clause
_____	Compliance with Laws Clause
_____	Contract Rights Clause
_____	E-Payment Clause
_____	E-Verification Clause
_____	Expenses Incurred in the Procurement Process Clause
_____	Minor Informalities and Irregularities Clause
_____	Offeror's Representation Regarding Contingent Fees Clause
_____	Paymode Clause
_____	Procurement Regulations Clause
_____	Property Rights Clause
_____	Representation Regarding Gratuities Clause
_____	Required Public Records and Transparency Clause
_____	Stop Work Order Clause
_____	Termination Clause

Public Notice		
Section 5.2		
Documentation which proves compliance with all regulations is required.		
Date on Agency website _____ Date on Procurement Portal** _____		
Newspaper(s) Where Advertised _____		

First Ad Date _____ Second Ad Date _____		
Does the Newspaper Advertisement contain		
• Agency Name	Yes	No
• Services Sought	Yes	No
• RFx Number	Yes	No
• Agency Official's Name	Yes	No
• Contact Information for Agency Official	Yes	No
• Bid Submission Deadline	Yes	No
• Means to Obtain Full IFB	Yes	No
The IFB was furnished directly to the following potential bidders (at least 3 required)		
_____	_____	_____
_____	_____	_____
_____	_____	_____

** Throughout this document, any reference to the Procurement Portal refers to the Buying and Selling to Government in Mississippi website https://www.ms.gov/dfa/contract_bid_search/Home/Sell. Use MAGIC to post your Solicitation, Amendments, and Notice of Intent to Award to this website. If you need assistance with posting to the Procurement Portal, contact the MMRS helpdesk at mash@dfa.ms.gov.

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Date set for Receipt of Bids _____

If the date set for receipt of bids is not at least 30 days following the date of public notice, a written determination explaining why a shorter advertising time was needed and how and why the shorter time was reasonable under the circumstances. An Agency which received PPRB approval to advertise for less than 14 calendar days shall include the PPRB minutes with the written determination.

The following potential bidders requested reconsideration of the terms of the solicitation

None

Potential Bidder

Date Request Received by Agency

Date Request & Agency Response Posted to the Agency Website _____

Date Request & Agency Response Posted to the Procurement Portal _____

Date Request & Agency Response Sent to all Prospective Bidders _____

If the date listed above was less than 14 days prior to the bid submission deadline, a written determination is required that the amount of time allotted between the Agency's decision was issued prior to the bid submission deadline was reasonable under the circumstances. See Section 5.2.4.1. If more than one request for reconsideration was received and the agency did not post the response to all requests on the same day, the agency should supplement this form with the date each response was posted on the Agency website, posted on the procurement portal, and sent directly to all prospective bidders.

Amendments to the IFB

Section 5.3.4

Documentation which proves compliance with all regulations is required.
Provide as many copies of this form as necessary to report all Amendments.

There were no Amendments to the IFB

Amendment # _____ Date Posted on Procurement Portal _____

Posted on the Agency Website _____ Sent to all Prospective Bidders _____

Signed Acknowledgment of Amendments Received from all Bidders? Yes No

Amendment # _____ Date Posted on Procurement Portal _____

Posted on the Agency Website _____ Sent to all Prospective Bidders _____

Signed Acknowledgment of Amendments Received from all Bidders? Yes No

Amendment # _____ Date Posted on Procurement Portal _____

Posted on the Agency Website _____ Sent to all Prospective Bidders _____

Signed Acknowledgment of Amendments Received from all Bidders? Yes No

If the bid submission deadline is less than 14 days following the posting of any amendment to the IFB, provide a brief memorandum explaining your compliance with the requirement in Section 5.3.4.2 that Amendments be posted within a reasonable time to allow Bidders to consider them in preparing their bids.

Pre-Submission Requirements

Section 5.3

Letters of Intent Required? Yes No

Deadline to submit Letters of Intent _____

Deadline must be not less than 14 calendar days after the date of public notice.

Letters of Intent received from the following Potential Bidders

_____	_____
_____	_____
_____	_____
_____	_____

Pre-Bid Conference Held? Yes No IFB Page # with Notice of Conference _____

Date of Conference _____

Conference must not be less than 14 calendar days after the date of public notice.

Location of Conference _____

Amendment # Resulting from the Pre-Bid Conference _____

Representatives from the following Potential Bidders attended

_____	_____
_____	_____
_____	_____
_____	_____

Questions Due _____ No Questions Submitted

Answers Posted _____ Amendment # _____

Bid Receipt, Opening, and Evaluation

Sections 5.4 and 5.5

Bids received from the following Bidders

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Were any bids received after the submission deadline?	Yes	No
Were any bids received in a manner non-compliant with the IFB?	Yes	No
Did any Bidder withdraw its Bid?	Yes	No
Did any Bidder modify its Bid?	Yes	No
Did the Agency request any Bidder to confirm its Bid?	Yes	No
Did the Agency waive any minor informalities?	Yes	No
Did any Bidder offer more comprehensive services than requested?	Yes	No
Did any Bidder submit multiple or alternate bids?	Yes	No
Were there any low-tie bids?	Yes	No
Were any conditional bids received?	Yes	No
<p>If the answer to any of the above questions is yes, explain the facts and how the agency addressed the issue in compliance with Sections 5.4 and 5.5 and the relevant subsections.</p>		
<p>Were all Bidders deemed Responsive? Yes No</p> <p>List Bidders deemed non-responsive and explanation for that determination</p>		
<p>Date Non-Responsive Bidders Notified _____</p>		
<p>Were all Bidders deemed Responsible? Yes No</p> <p>List Bidders deemed non-responsible and explanation for that determination</p>		
<p>Date Non-Responsible Bidders Notified _____</p>		

Notice of Intent to Award

Section 5.6.1

Documentation which proves compliance with all regulations is required.

Successful Bidder(s) _____

The Notice of Intent to Award contains

- | | | | |
|---|-----|----|-----|
| • Names of all Bidders in order of overall price? | Yes | No | |
| • Each bidder's specific price? | Yes | No | |
| • Identity of non-responsive/non-responsible bidders? | Yes | No | N/A |
| • Identity of intended awardee? | Yes | No | |
| • Notice of debriefing? | Yes | No | N/A |
| • Notice of opportunity to request reconsideration? | Yes | No | |
| • Notice Agency Procurement File is on website? | Yes | No | |

Date Notice of Intent to Award Posted to Agency Website _____

Date Agency Procurement File Posted to Agency Website _____

Date Notice of Intent to Award posted to the Procurement Portal _____

Date Notice of Intent to Award sent to all Bidders _____

Contract awarded to the lowest priced responsive and responsible Bidder? Yes No

Debriefings

Section 5.6.2

Was a debriefing offered? Yes No

If yes, have all debriefings been completed? Yes No

If no, what is the anticipated date of completion? _____

The debriefings must be completed and the memorandum required by Section 5.6.2 must be submitted to OPSCR prior to the date of the PPRB meeting.

Request for Reconsideration of the Intent to Award

Section 5.6.3

Provide as many copies of this form as necessary to report all Requests for Reconsideration

The following bidders requested reconsideration of the intent to award

None

Bidder

Date Request Received by Agency

_____	_____
_____	_____
_____	_____
_____	_____

Date Request & Agency Response Posted to the Agency Website _____
Date Request & Agency Response Posted to the Procurement Portal _____
Date Request & Agency Response Sent to all Prospective Bidders _____

If more than one request for reconsideration was received and the agency did not post the response to all requests on the same day, the agency should supplement this form with the date each response was posted on the Agency website, posted on the procurement portal, and sent directly to all prospective bidders.

Contract

Chapter 14, Appendix E

Provide the IFB and contract page number for the following	IFB	Contract
• Services to be performed/deliverables to be provided	_____	_____
• Period of performance	_____	_____
• Cost of services (fixed-price; cost reimbursement; etc)	_____	_____
• Insurance and/or bonding requirements	_____	_____
• Price adjustment language	_____	_____

Explain any discrepancies between the IFB language and the contract language regarding the above matters, if any.

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
_____	E-Payment Clause
_____	E-Verification Clause
_____	No Limitation of Liability
_____	Paymode Clause
_____	Procurement Regulations Clause
_____	Property Rights Clause
_____	Representation Regarding Contingent Fees 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, 5.6.4, and 14.8	
Date Submitted to OPSCR _____	
Requested PPRB Meeting Date _____	
Contract Effective Date* _____	
*The Contract 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 is qualified to do business in the State per Miss. Code §79-4-15.01? Yes No	
Provide documentation of registration and good standing with the Mississippi Secretary of State.	
Insurance Requirements in Contract (type of insurance <u>and</u> amount)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
A current Certificate of Insurance reflecting the required coverage must be submitted to OPSCR.	
Does the contract require that the Agency be listed as an Additional Insured? Yes No	
What is the funding source for this contract?	
_____ % State General Funds	
_____ % Federal Funds	
_____ % Grant Funds (describe Grant) _____	
_____ % Other (describe) _____	
Did the agency submit the procurement to OPSCR for a compliance review as described in Section 1.2.3 during the procurement process? Yes No	
If yes, all communication with OPSCR during the compliance review regarding the review shall be submitted with the contract.	
Was there a conflict between the procurement requirements of the funding source and the PPRB OPSCR Rules and Regulations? Yes No	
If yes, the memo required by Section 1.3.2 shall be submitted to OPSCR.	
Did the agency take any specific action to preserve the procurement? Yes No	
If yes, the memorandum required by Section 1.4.8.1 shall be submitted to OPSCR.	

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Did the Agency make decision(s) during the procurement process implicating the principles of competition, fairness, and transparency? Yes No

If so, explain the facts underlying the decision and the legitimate business purpose supporting the agency's decision.

Has the Agency Head delegated authority to a designee to execute the contract? Yes No

If yes, the memorandum required by Section 14.9 shall be submitted to OPSCR.

Are these services currently being provided to the Agency? Yes No

If yes, who is currently providing the services? _____

Agency Representative for PPRB Meeting _____

Email Address _____ Telephone Number _____

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 _____

OPSCR USE ONLY

Primary Analyst _____ Signature _____

Secondary Analyst _____ Signature _____

NOTES

Agency Procurement File

Appendix D

Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
0.1	Purview Determination Communication with DFA and/or ITS regarding purview of the procurement	X			X	X
1.1.8	PPRB's Discretionary Authority Any requests for exceptions to regulatory or statutory requirements	X		X	X	X
1.2.3	Compliance Review Documentation regarding any compliance review(s) previously conducted by OPSCR	X			X	X
1.3.2	Funding Source Conflict Written determination of conflict with funding source procurement rules; action taken	X		X	X	X
1.4.2	Competition, Fairness, and Transparency Legitimate business reason(s) for decisions impacting competition, fairness, or transparency of procurement	X		X	X	X
1.4.8	Preservation of Procurement A memorandum explaining any decisions made to preserve the procurement	X		X	X	X
1.4.9	Authorized to do Business in the State Contractor's registration with the Mississippi Secretary of State (good standing)		X		X	X
Chapter 4	Request for Information Content of RFI, proof of publication, responses received, required written determination	X			X	X

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Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
5.1	Invitation for Bids Full solicitation document as issued by the Agency		X	X	X	X
5.2	Public Notice Proof of publication in the newspaper, procurement portal, website, and direct solicitation of 3 bidders; written determination if advertising less than 30 days		X	X	X	X
5.2.4	Request for Reconsideration of the Terms of the Solicitation Any requests received; the Agency response; proof of distribution of the Agency response directly to bidders, on website, and on procurement portal; memorandum regarding reasonable time between response and submission deadline (if applicable)	X		X	X	X
5.3.1	Letters of Intent A copy of all letters of intent received by the Agency	X		X	X	X
5.3.2	Pre-Bid Conference Record of attendees, recording of the conference (if one is made), any documentation provided to conference attendees, amendments issued to the IFB	X		X	X	X
5.3.4	IFB Amendments (including Q&A) All amendments issued; proof of distribution directly to bidders, on website, and on procurement portal; memo regarding reasonable time for distribution (if applicable)	X		X	X	X
5.4	Receipt and Register of Bids Register of bids; proof of date and time all bids were received; written determination regarding consideration of late bids (if applicable)		X	X	X	X
5.4 and 5.7	All Bids Received Full copies of all bids submitted to OPSCR; redacted copies posted on Agency website; documentation regarding any bid returned to the bidder and the reason(s) therefor.		X	X	X	X

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Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
5.5.5	Acknowledgement of Amendments Every bidder's acknowledgement of every amendment (in writing)	X		X	X	X
5.5	Evaluation of Bids Documentation regarding responsive/responsible determination and evaluation of price		X	X	X	X
5.5.1 and 5.5.10	Bid Irregularities Documentation regarding modification, withdrawal, or confirmation of bids; any minor informalities waived by the Agency; resolution of low tie bids; or single bid received	X		X	X	X
5.6.1	Notice of Intent to Award Notice of Intent to Award and proof of distribution directly to bidders, on website, and on procurement portal, information regarding debriefings, requests for reconsideration, and the Agency Procurement File on the website (screenshot)		X	X	X	X
5.6.2	Debriefings List of bidders requesting debriefing; when conducted; any other documentation	X			X	X
5.6.3	Request for Reconsideration of the Intent to Award Any requests received; the Agency response; proof of distribution of the Agency response directly to bidders, on website, and on procurement portal	X		X	X	X
5.6.4	PPRB Approval Correspondence with OPSCR, PPRB agenda, PPRB minutes with approval, Notice of Contract Award		X			X
5.7	Rejection of Individual Bids Correspondence regarding rejection of individual bids; disposition of bids	X		X	X	X

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Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
5.7	Cancellation Notice of cancellation and proof of distribution; required written determination; information regarding disposition of bids	X				X
Chapter 14	Contract Full contract submitted to OPSCR; contract with trade secrets redacted on website		X	X	X	X
14.8.3	Regulatory Board Approval Board minutes or letter from board chair confirming approval	X			X	X
14.9	Agency Head Designee for Contract Execution Written delegation by the Agency Head for designee to execute contracts	X			X	X
Appendix E	Exception Request for Required Clauses Letter from Agency legal counsel requesting exception; approval by OPSCR	X			X	X