

New Contract Submission

Invitation for Bids

PPRB OPSCR Rules and Regulations Section 3-202

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 allowed in Section 3-502(a) and any additional information in the **Notes** section below.

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 pages 1, 9, 10, 11, and 14 (documents submitted in the Contract number in MAGIC only).

Solicitation RFx Number: _____

Other Associated Numbers in MAGIC: _____

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

Content of Invitation for Bids

Sections 3-202.03.2, 3-202.05.1, 7-112, 7-113, and Appendix D

List the page number in the Invitation for Bids where the following information is stated:

- ___ bid submission requirements
- ___ time and date set for receipt of bids
- ___ address where bids are to be delivered
- ___ the manner in which bids are to be submitted
- ___ any forms required for bid submission
- ___ the purchase description
- ___ the delivery or performance schedule
- ___ the evaluation factors
- ___ any inspection or acceptance requirements that are not included in the purchase description
- ___ the contract terms and conditions
- ___ warranty, bonding, insurance, or other security requirements, if applicable

The IFB contains a Bid Form for bidder to insert bid price and sign? Yes No

The IFB provides vendors notice of the Protest and Debriefing rights? Yes No

List the page number in the IFB where the following required clauses are located:

- ___ Acknowledgement of Amendments
- ___ Applicable Law
- ___ Approval
- ___ Availability of Funds
- ___ Certification of Independent Price Determination
- ___ Compliance with Laws
- ___ E-Payment
- ___ E-Verification
- ___ Paymode
- ___ Procurement Regulations
- ___ Prospective Contractor's Representation Regarding Contingent Fees
- ___ Representation Regarding Contingent Fees
- ___ Representation Regarding Gratuities
- ___ Stop Work Order
- ___ Trade Secrets, Commercial and Finance Information
- ___ Transparency

Public Notice

Section 3-202.04 and 3-202.06

Documentation which proves compliance with all regulations is required.

Newspaper(s) Where Advertised: _____

First Ad Date: _____ Second Ad Date: _____

Date on Agency website: _____ Date on Procurement Portal** : _____

Does the Newspaper Advertisement, Agency website, and the Procurement Portal contain:

- | | | |
|---|-----|----|
| • Response Due Date | Yes | No |
| • Name of Procurement Officer | Yes | No |
| • Telephone Number of Procurement Officer | Yes | No |
| • Means of Obtaining the Solicitation | Yes | No |
| • RFX Number | Yes | No |

Describe the date, manner, and content of any other method of publication used:

IFB furnished to all MAGIC vendors in the product category code: Yes No

IFB furnished directly to the following potential Offerors (at least 3):

** The State of Mississippi may not be included as one of the three required potential Offerors.*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date set for Receipt of Bids: _____

If that date is not at least 30 days following the first newspaper advertisement, a written determination by the Chief Procurement Officer is required. The determination should explain that a shorter advertising time was needed and how and why the shorter time was reasonable under the circumstances. The written determination should be uploaded in the Solicitation RFX in MAGIC. Per Section 3-202.04, under no circumstances may the submission deadline be less than 14 days after the IFB is issued.

** 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.

Amendments to the IFB

Section 3-202.08

*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 to the Agency Website: _____

Date Posted to the Procurement Portal: _____

Date Sent to all Prospective Offerors: _____

Signed Acknowledgment of Amendments Received from all Bidders? Yes No

Amendment #: _____

Date Posted to the Agency Website: _____

Date Posted to the Procurement Portal: _____

Date Sent to all Prospective Offerors: _____

Signed Acknowledgment of Amendments Received from all Bidders? Yes No

Amendment #: _____

Date Posted to the Agency Website: _____

Date Posted to the Procurement Portal: _____

Date Sent to all Prospective Offerors: _____

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 3-202.08.3 that Amendments be posted within a reasonable time to allow Offerors to consider them in preparing their bids.

Pre-Bid Requirements

Sections 3-202.06.4.1, 3-202.07, and 3-202.08

Letters of Intent Required? Yes No

Deadline to submit Letters of Intent: _____

Deadline must be not less than seven business days after the date of the final newspaper advertisement.

Letters of Intent received from the following Potential Bidders:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Pre-Bid Conference Held? Yes No

Date of Conference: _____

Conference must be at least 14 days after IFB is issued.

Location of Conference: _____

Amendment #: _____

The IFB Amendment resulting from the conference must include public access to a full recording or a complete transcript of the conference and any Questions and Answers resulting from the conference.

Representatives from the following Potential Bidders attended:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Questions Due: _____ No Questions Submitted

Answers Posted: _____ Amendment #: _____

Bid Receipt and Opening
Sections 3-202.09 through 3-202.12

Bids received from the following Bidders:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date and Time of Bid Opening: _____

Location: _____

Where was Notice of the Public Bid Opening Provided: _____

Were any Bids received after the submission deadline: Yes No

Were any Bids received in a manner that was not compliant with the IFB submission requirements: Yes No

If yes to either of the above questions, please state the Bidder's name, explain the Bidder's noncompliance with the submission deadline or other requirements, explain how the Agency addressed the issue, and provide the date and content of any communication with the Bidder:

List and explain any pre-opening modification or withdrawal of bids:

Describe any mistakes in bids and explain the Agency's compliance with Section 3-202.12:

Bid Evaluation

Sections 3-102.09, 3-102.10, 3-202.13, and 3-202.14

Documentation which proves compliance with all regulations is required.

Were all Bidders deemed Responsive? Yes No

List Bidders deemed non-responsive and explanation for that determination:

Date Non-Responsive Bidders Notified: _____

Were all Bidders deemed Responsible? Yes No

List Bidders deemed non-responsible and explanation for that determination:

Date Non-Responsible Bidders Notified: _____

Describe any low-tie bids and explain the Agency's compliance with Section 3-202.14:

Notice of Intent to Award

Sections 3-202.15 and 3-202.16

Documentation which proves compliance with all regulations is required.

Successful Bidder(s): _____

Notice of Intent to Award

- Date Posted to Agency Website _____
- Date posted to the Procurement Portal _____
- Date sent to all Bidders: _____

Offerors Notified of their Debriefing and Protest Rights: Yes No

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

Debriefings Sections 7-113 <i>Provide as many copies of this form as necessary to report all Debriefings</i>	
Deadline to Request Debriefing: _____	Number Requested: _____
Debriefed Vendor: _____	Date of Debriefing: _____
Debriefed Vendor: _____	Date of Debriefing: _____
Debriefed Vendor: _____	Date of Debriefing: _____

Protests Sections 7-112 <i>Provide as many copies of this form as necessary to report all Protests</i>		
Deadline to File a Protest: _____	Number Filed: _____	
Protesting Vendor: _____	Protest to: Agency	PPRB
Date Filed: _____	Date of Agency Decision: _____	
Date Appealed: _____	Date of PPRB Order: _____	
The Protest was resolved in favor of the: Agency Vendor Mutual Agreement		
Protesting Vendor: _____	Protest to: Agency	PPRB
Date Filed: _____	Date of Agency Decision: _____	
Date Appealed: _____	Date of PPRB Order: _____	
The Protest was resolved in favor of the: Agency Vendor Mutual Agreement		
Protesting Vendor: _____	Protest to: Agency	PPRB
Date Filed: _____	Date of Agency Decision: _____	
Date Appealed: _____	Date of PPRB Order: _____	
The Protest was resolved in favor of the: Agency Vendor Mutual Agreement		

Contract

Sections 3-102.07, 3-501, 3-502, and Appendix C

Provide the contract page number for the following contract requirements:

- _____ the service to be performed
- _____ when the service is to be performed
- _____ how frequently the service is to be performed
- _____ where the service is to be performed
- _____ how much the service will cost
- _____ why the service is necessary

The Contract is for a Definite Quantity Indefinite Quantity

Describe the Contract Pricing Structure:

Explain any discrepancies between the Pricing Structure in the IFB and the Contract:

Is a Price Adjustment allowed? Yes No If so, please explain.

If yes, the Price Adjustment clause and an explanation of the Price Adjustment must be included in the contract.

Multi-Term Contracts

- The original contract term spans more than one State Fiscal Year? Yes No
- The contract contains renewal periods that, if exercised, would cause the contract to span more than one State Fiscal Year? Yes No
- If yes to either of the above, did the IFB state or indicate that the awarded contract would span more than one State Fiscal Year? Yes No

If you responded Yes to any of the above, list the page number where the contract states:

- _____ the amount of services required for the proposed contract period
- _____ a unit price provided for each service
- _____ the unit price shall remain the same throughout the contract
- _____ Availability of Funds clause
- _____ how the multi-term contract award will be determined

Is the scope of work in the contract consistent with the IFB? Yes No
Explain any differences between the IFB scope and the contract scope:

Contract Term (Period of Performance) including renewals, as stated in the:

IFB: _____

Contract: _____

Explain any deviation between the IFB and the Contract:

List the page number in the Contract where the following required clauses are located:

- _____ Applicable Law
- _____ Approval
- _____ Availability of Funds
- _____ Compliance with Laws
- _____ E-Payment
- _____ E-Verification
- _____ Paymode
- _____ Procurement Regulations
- _____ Stop Work Order
- _____ Termination for Convenience
- _____ Termination for Default
- _____ Termination upon Bankruptcy
- _____ Representation Regarding Contingent Fees
- _____ Representation Regarding Gratuities
- _____ Trade Secrets, Commercial and Finance Information
- _____ Transparency

Agencies are encouraged to review the optional clauses in Appendix D of the PPRB OPSCR Rules and Regulations to determine if including any such clauses in their contract would be in the Agency's best interests.

Contract Approval
Sections 3-102.08, 7-105, 7-107, and 7-114

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.

Will the Contractor use State Property? Yes No

If so, submit letter to the Bond Commission as required by Section 7-114.

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 IFB (type of insurance and amount):

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

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

Contract Clause with Insurance Requirements: _____

The insurance requirements in the IFB must be contained in the contract.

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

What is the funding source for this contract?

_____ % State General Funds

_____ % Federal Funds

_____ % Grant Funds (describe Grant): _____

_____ % Other (describe): _____

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

If yes, who is currently providing the services?

Agency Representative for PPRB Meeting: _____

The Agency Representative will attend: In Person Remote

**The option to attend remotely is not available to Agencies located in Hinds, Rankin, or Madison counties.*

Confidential Data
Section 3-202.11.3

Offerors who submitted written requests for nondisclosure of trade secrets/proprietary data:

Offerors who requested protective orders in Chancery Court and Docket 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:

New Contract Submission
 Invitation for Bids

Check if Uploaded	Documents to Upload in MAGIC <i>(preferably as individual PDFs labelled as indicated below)</i>	Location in MAGIC	Publicly Available
	Proof of Public Notice <ul style="list-style-type: none"> • Newspaper Advertisement Affidavit • Solicitation Posting on Procurement Portal (with date) • Solicitation Posting on Agency Website (with date) • Solicitation sent directly to any potential Offerors • Any other method(s) of publication 	Solicitation RFx	-
	Full Invitation for Bids	Solicitation RFx	Yes
	All IFB Amendments	Solicitation RFx	Yes
	Proof of Distribution of All Amendments: <ul style="list-style-type: none"> • Posting on Procurement Portal (with date) • Posting on Agency Website (with date) • Sent directly to potential Bidders 	Solicitation RFx	-
	All Letters of Intent (if applicable)	Solicitation RFx	-
	Bid Receipt <i>Showing the date and time each bid was received.</i>	Solicitation RFx	-
	Bid Opening <i>List of attendees and bid prices.</i>	Solicitation RFx	-
	Acknowledgement of All Amendments (All Bidders)	Solicitation RFx	-
	Complete copy of <u>all</u> Bids Received	Solicitation RFx	-
	Evaluation Documents (any which are applicable): <ul style="list-style-type: none"> • Determination of Responsive and/or Responsible • Reference Score Sheets • Determination of Lowest Pricing 	Solicitation RFx	-
	All Communication with Bidders/Potential Bidders	Solicitation RFx	-
	Notice of Intent to Award	Solicitation RFx	Yes
	Proof of Distribution of the Notice of Intent to Award: <ul style="list-style-type: none"> • Correspondence to All Bidders (and dates) • Posting on Procurement Portal (and date) • Posting on Agency Website (and date) 	Solicitation RFx	-

New Contract Submission
 Invitation for Bids

Check if Uploaded	Documents to Upload in MAGIC <i>(preferably as individual PDFs labelled as indicated below)</i>	Location in MAGIC	Publicly Available
	Debriefing <ul style="list-style-type: none"> • All Debriefing Requests • A Summary of each Debriefing Conducted • Debriefing Memorandum to PPRB 	Solicitation RFx	-
	Protest <ul style="list-style-type: none"> • All Protests Filed with Agency • The Agency Resolution to any Protests • All Protests Filed with or Appealed to PPRB • PPRB's Order or Resolution to the Protest • Protest Memorandum to PPRB 	Solicitation RFx	-
	Public Records <ul style="list-style-type: none"> • All Public Records Requests related to the Procurement • List of documents produced in response to the request • Motions for protective orders/other relevant court filings 	Solicitation RFx	-
	Any Documentation Relevant to the Procurement Process	Solicitation RFx	-
	Unexecuted Contract	Contract	-
	All Contract Attachments, Appendices, or Exhibits	Contract	-
	Complete Submission Checklist (this document)	Contract	-
	Contractor's Current Registration with the Secretary of State	Contract	-
	Current Certificate of Insurance/Performance Bond, if required	Contract	-
	Proof of Regulatory Board Approval (if applicable)	Contract	-

Following approval by the PPRB, the following documents are required to be made publicly available on www.transparency.mississippi.gov. It is the sole responsibility of the Agency to ensure compliance with Sections 3-202.16, 3-204.05, and 7-116 of the PPRB OPSCR Rules and Regulations, the Mississippi Public Records Act of 1983 (Miss. Code Ann. § 25-61-1 *et seq.*), Miss. Code Ann. § 79-23-1, and the Mississippi Accountability and Transparency Act of 2008 (Miss. Code Ann. § 27-104-151 *et seq.*).

- The fully executed contract;
- All contract attachments, appendices, or exhibits; and
- The Public Notice of Contract Award.