

New Contract Submission Preapproved Vendor List

PPRB OPSCR Rules and Regulations Section 3-208

Agency: _____

Contractor: _____

PVL Service Category: _____ PVL IFB Number: _____

Contract Term: _____ Last Renewal Date: _____

Contract Total Amount: _____ Contract Number: _____

Region(s): _____

Contract Sections 3-102.07, 3-501, 3-502, and Appendix C	
Did the Agency use the PVL contract template on the DFA website? Yes No <i>A redline version of the template must be submitted with the final contract if the Agency makes changes to the template.</i>	
If the Agency did <u>not</u> use the PVL contract template, provide the information below. <i>Agencies who used the contract template can move on to Contract Approval.</i>	
List 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 scope of work is on contract page _____ and reflects the PVL scope: Yes No	
The pricing is listed on contract page _____ and reflects the PVL pricing: Yes No How did the Agency determine the contract not-to-exceed amount?	
Multi-Term Contracts <ul style="list-style-type: none"> 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 you responded Yes to either 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	

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	
The contract requires regulatory board approval (other than PPRB): Yes No Board: _____ Expected Board Meeting Date: _____ <i>A copy of the Minutes showing the Regulatory Board approved the contract is required before final approval.</i>	
Will the Contractor use State Property? Yes No <i>If so, submit letter to the Bond Commission as required by Section 7-114.</i>	
Contractor is qualified to do business in the State per Miss. Code §79-4-15.01? Yes No <i>Provide documentation of registration and good standing with the Mississippi Secretary of State.</i>	
Insurance Requirements (type of insurance <u>and</u> amount):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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<p>Is the State or Agency required to be an Additional Insured? Yes No</p> <p>Contract Clause with Insurance Requirements: _____ <i>The insurance requirements in the IFB must be contained in the contract.</i></p> <p><i>A current Certificate of Insurance reflecting the required coverage must be submitted to OPSCR.</i></p>
<p>What is the funding source for this contract?</p> <p>_____ % State General Funds</p> <p>_____ % Federal Funds</p> <p>_____ % Grant Funds (describe): _____</p> <p>_____ % Other (describe): _____</p>
<p>Are these services currently being provided to the Agency? Yes No</p> <p>If yes, who is currently providing the services?</p>

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: _____

Check if Uploaded	Documents to Upload in MAGIC	Publicly Available
	Executed Contract	Yes
	Public Notice of Contract Award per Section 3-202.16	Yes

<u>OPSCR USE ONLY</u>	
Primary Analyst: _____	Signature: _____
Secondary Analyst: _____	Signature: _____