

New Contract Submission
Request for Applications (Contract Worker)
 PPRB OPSCR Rules and Regulations Section 3-101.04.01

Agency: _____

Contract Worker: _____

Initial Contract Term: _____

Available Renewal Term(s): _____

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.*

SPAHRS or MAGIC HR Contract Number: _____

*If multiple contracts were awarded for the same RFA, list them in the **Other Associated Numbers in MAGIC** section below. You must submit pages 1, 5, 6, 7, and 9 for each contract.*

Solicitation RFX Number: _____

Other Associated Numbers in MAGIC, MAGIC HR, or SPAHRS: _____

Notes:

Public Notice

Sections 3-101.04.1 and 3-202.06.2(1)

Documentation is required to demonstrate compliance with all rules.

Newspaper(s) Where Advertised: _____

First Ad Date: _____ Second Ad Date: _____

Date on Procurement Portal** : _____

Does the Newspaper Advertisement and Procurement Portal posting contain:

OPSCR recommends that the advertisement contain the name and telephone number of the procurement officer, the means of obtaining the solicitation, and the RFX Number in addition to the following required information.

- | | | |
|---|-----|----|
| • Minimum Qualifications for the Position | Yes | No |
| • Contract Term | Yes | No |
| • Rate of Pay | Yes | No |
| • Deadline to Submit Applications | Yes | No |
| • Manner of Submitting Applications | Yes | No |

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

OPSCR recommends the solicitation be publicized on the Agency website simultaneously with the Procurement Portal posting and that the Agency furnish the RFA directly to a minimum of three potential Applicants.

Date set for Receipt of Applications: _____

The date must be no less than 14 calendar days following the posting on the Procurement Portal.

** 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 RFA

Section 3-202.08

Documentation is required to demonstrate compliance with all rules.
Provide as many copies of this form as necessary to report all Amendments.

There were no Amendments to the RFA.

Amendment #: _____

Date Posted to the Procurement Portal: _____

OPSCR recommends that Amendments be posted on the Agency website simultaneously with the Procurement Portal posting.

Date Sent to all Prospective Applicants: _____

Signed Acknowledgment of Amendments Received from all Applicants? Yes No

Amendment #: _____

Date Posted to the Procurement Portal: _____

OPSCR recommends that Amendments be posted on the Agency website simultaneously with the Procurement Portal posting.

Date Sent to all Prospective Applicants: _____

Signed Acknowledgment of Amendments Received from all Applicants? Yes No

Amendment #: _____

Date Posted to the Procurement Portal: _____

OPSCR recommends that Amendments be posted on the Agency website simultaneously with the Procurement Portal posting.

Date Sent to all Prospective Applicants: _____

Signed Acknowledgment of Amendments Received from all Applicants? Yes No

Receipt and Evaluation of Applications

Section 3-101.04.1

Applicants were received from the following Applicants:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applicants were received after the submission deadline and/or in a manner that was not compliant with the submission requirements: Yes No

Discuss how the Agency addressed any such applicants:

New Contract Submission
Request for Applications

All applicants were evaluated by the following person or Committee:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Were any applicants deemed unacceptable? Yes No
If so, explain the reason each such applicant was determined to be unacceptable:

Date unacceptable applicants were notified: _____

Were interviews conducted with some or all of the acceptable applicants? Yes No
If so, state how the Agency chose which applicants to interview:

List the pre-determined criteria by which each interview was evaluated:

Successful Applicant(s): _____

Date all acceptable applicants were notified of the contract award: _____
OPSCR recommends that this notification also be posted on the Procurement Portal and the Agency website.

Did your RFA provide for debriefing or protest rights? Yes No

Applicants are not entitled to a debriefing or protest under the PPRB OPSCR Rules and Regulations. However, if your RFA provided for such rights, the Agency must honor the terms of its solicitation.

If so, describe how the Agency honored the terms of its solicitation:

Contract

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

Provide the PDF 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 Rate of Pay set by the Agency and the Contract Pricing Structure:

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

Is a Price Adjustment allowed? 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 RFA state or indicate that the awarded contract would span more than one State Fiscal Year? Yes No
- If 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 RFA? Yes No
Explain any differences between the RFA scope and the contract scope:

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

RFA: _____

Contract: _____

Explain any deviation between the RFA 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
- _____ Procurement Regulations
- _____ Stop Work Order
- _____ 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 RFA (type of insurance and amount): No Insurance Required

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

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

Contract Clause with Insurance Requirements: _____

The insurance requirements in the RFA 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.*

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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:

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.

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 Applicants • Any other method(s) of publication 	Solicitation RFx	-
	Full Request for Applications	Solicitation RFx	Yes
	All RFA 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 Applicants 	Solicitation RFx	-
	Receipt of Applications <i>Showing the date and time each application was received.</i>	Solicitation RFx	-
	Acknowledgement of All Amendments (All Applicants)	Solicitation RFx	-
	Complete copy of <u>all</u> Applications Received	Solicitation RFx	-
	Evaluation Documents (any which are applicable): <ul style="list-style-type: none"> • Determination of Acceptable/Unacceptable • Reference Score Sheets • Interview Score Sheets • Individual/Consensus Evaluation Documents 	Solicitation RFx	-
	All Communication with Applicants/Potential Applicants	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 Applicants (and dates) • Posting on Procurement Portal (and date) • Posting on Agency Website (and date) 	Solicitation RFx	-
	Any Documentation Relevant to the Procurement Process	Solicitation RFx	-
	Unexecuted Contract	Contract	-
	All Contract Attachments or Exhibits	Contract	-