

**New Contract Submission**  
**Request for Proposals or Request for Qualifications**  
 PPRB OPSCR Rules and Regulations Sections 3-203 and 3-204  
 Miss. Code Ann. §§ 31-7-401 through 31-7-423

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 RFP or RFQ, list them in the **Other Associated Numbers in MAGIC** section below. For each contract, you must complete pages 1, 11, 12, 13 and 16 (documents submitted in the Contract number in MAGIC only).*

Solicitation RFX Number: \_\_\_\_\_

Petition for Relief RFX Number (OVAR): \_\_\_\_\_

Date PPRB Approved the Petition for Relief: \_\_\_\_\_

Other Associated Numbers in MAGIC: \_\_\_\_\_

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

**Petition for Relief from Competitive Bidding**

Sections 3-201 and 7-103 and Miss. Code Ann. §§ 31-7-403 and 31-7-413

PPRB approved the Agency's request to use a Request for: Proposals      Qualifications

PPRB approved the Agency to award \_\_\_\_\_ [number] contract(s) resulting from this RFP/RFQ.

PPRB approved Cost Factors to be evaluated openly: Yes      No

Evaluation Factors approved in Petition:      Evaluation Factors in the RFP/RFQ:

_____ %	_____ %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %

The Evaluation factors are listed in the RFP/RFQ on page(s): \_\_\_\_\_

*The categories of Factors (Technical, Management, Cost) and Price, as an individual factor, are required here.  
No other individual factors are required.*

**Content of Request for Proposals or Qualifications**

Section 3-203.04, Appendix D, and Miss. Code Ann. §§ 31-7-405 and 31-7-411

List the page number in the RFP/RFQ where the following information is stated:

- \_\_\_\_\_ Instructions and information to Offerors concerning the submission requirements
- \_\_\_\_\_ the time and date set for receipt of proposals or qualifications
- \_\_\_\_\_ the address of the office to which proposals or qualifications are to be delivered
- \_\_\_\_\_ the maximum time for proposal or qualification acceptance by the State
- \_\_\_\_\_ the manner in which proposals or qualifications are to be submitted, including any forms for that purpose
- \_\_\_\_\_ a statement that discussions may be conducted with Offerors whose proposal are qualification is determined to be reasonably susceptible of being selected for the award, but that proposals may be accepted without such discussions
- \_\_\_\_\_ a statement of when and how price should be submitted
- \_\_\_\_\_ a statement of how price will be determined
- \_\_\_\_\_ evaluation factors and their order of importance or relative weight
- \_\_\_\_\_ a description of the purchase description or type of services required, the work involved, and the delivery schedule
- \_\_\_\_\_ the contract terms and conditions, including warranty, bonding, or other security requirements as applicable
- \_\_\_\_\_ minimum qualifications

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- the expected duration of services
- the type of contract to be used
- the submission deadline for proposals or qualifications
- a statement that proposals or qualifications shall be in writing
- a statement that the solicitation and its amendments, the proposal or qualification, and the BAFO constitute the contract
- a statement that Offerors may deem portions of their proposals Trade Secrets in accordance with Miss. Code Ann. § 25-61-9 and 79-23-1

List the page number in the RFP or RFQ where the following statement(s) regarding the minimum information the proposal or qualification shall contain is stated:

- the Offeror's name
- the Offeror's principal place of business
- the place of contract performance
- the age of the Offeror's business
- the Offeror's average # of employees
- a list of other similar contracts
- the qualifications of staff assigned to provide services
- a detailed plan of how services will be performed

The RFP/RFQ provides vendors notice of the Protest and Debriefing rights? Yes      No

List the page number in the RFP/RFQ 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**

Sections 3-203.06, 3-202.07, and Miss. Code Ann. § 31-7-407  
*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\*\* : \_\_\_\_\_

Do the Newspaper Advertisement, Agency Website, and 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:

RFP/RFQ furnished to all MAGIC vendors in the product category code: Yes No

RFP/RFQ 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 Proposals or Qualifications: \_\_\_\_\_

*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.*

\*\* 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](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](mailto:mash@dfa.ms.gov).

<b>Amendments to the RFP/RFQ</b> Sections 3-202.08 and 3-203.09 <i>Documentation which proves compliance with all regulations is required. Provide as many copies of this form as necessary to report all Amendments</i>	
There were no Amendments to the RFP/RFQ.	
Amendment #:	_____
Date Posted to the Agency Website:	_____
Date Posted to the Procurement Portal:	_____
Date Sent to all Prospective Offerors:	_____
Signed Acknowledgment of Amendment Received from all Offerors?	Yes      No
Amendment #:	_____
Date Posted to the Agency Website:	_____
Date Posted to the Procurement Portal:	_____
Date Sent to all Prospective Offerors:	_____
Signed Acknowledgment of Amendment Received from all Offerors?	Yes      No
Amendment #:	_____
Date Posted to the Agency Website:	_____
Date Posted to the Procurement Portal:	_____
Date Sent to all Prospective Offerors:	_____
Signed Acknowledgment of Amendment Received from all Offerors?	Yes      No

If the submission deadline for proposals or qualifications is less than 14 days following the posting of any amendment to the RFP or RFQ, 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 proposals or qualifications.

**Pre-Submission Requirements**

Sections 3-202.06.4.1, 3-202.07, 3-203.08 and Miss. Code Ann. § 31-7-409

Letters of Intent Required? Yes No

How were Potential Offerors notified of this requirement? \_\_\_\_\_

Deadline to submit Letters of Intent: \_\_\_\_\_

*Must be at least 7 business days after the last notice appears in the newspaper.*

Letters of Intent received from the following Offerors:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Pre-Proposal/Qualification Conference Held? Yes No

How were Potential Offerors notified of this requirement? \_\_\_\_\_

Date of Conference: \_\_\_\_\_

*Must be at least 14 days after RFP/RFQ was issued.*

Location of Conference: \_\_\_\_\_

Amendment #: \_\_\_\_\_

*The RFP/RFQ 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 Offerors attended:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Questions Due: \_\_\_\_\_ No Questions Submitted

Answers Posted: \_\_\_\_\_ Amendment #: \_\_\_\_\_

**Receipt and Evaluation of Proposals/Qualifications**

Sections 3-203.09, 3-203.10, 3-203.11, 3-203.12, 3-204  
Miss. Code Ann. §§ 31-7-415, 31-7-417, 31-7-419, and 31-7-421

Proposals/Qualifications received from the following Offerors:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Proposals/Qualifications were received after the submission deadline: Yes      No
- Proposals/Qualifications were received in a manner that was not compliant with the RFP/RFQ submission requirements: Yes      No

If yes to either of the above questions, provide details of the issue and Agency response:

List and explain any pre-opening modification or withdrawal of proposals/qualifications:

Date proposals/qualifications opened by the Agency: \_\_\_\_\_

*The solicitation expires one year from the date of opening the proposals or qualifications.*

All Offerors were deemed Responsive: Yes      No

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

Date Non-Responsive Offerors Notified: \_\_\_\_\_

All Offerors deemed Responsible: Yes      No

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

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Date Non-Responsible Offerors Notified: \_\_\_\_\_

Evaluation Committee Members (including advisors):

_____	_____
_____	_____
_____	_____
_____	_____

One or more committee members is not employed by the State? Yes No

*The resume of any such member(s) must be posted with the Evaluation Committee Report.*

Did all members sign a Conflict of Interest Certification? Yes No

*The Conflict of Interest Certifications must be signed after the proposals/qualifications are received but before evaluation begins. Certifications cannot be signed prior to the submission deadline because members of the Evaluation Committee must be able to truthfully certify they have no conflict of interest with any of the Offerors.*

Evaluation Schedule:

*State the date and time the evaluation of each category of factors began and end. All blind scoring should be completed prior to the Evaluation Committee receiving any non-blind sections of proposals/qualifications.*

The Evaluation Committee used: Consensus Scoring Individual Scoring

**Technical (Blind):** Start: \_\_\_\_\_ Complete: \_\_\_\_\_

**Management (Open):** Start: \_\_\_\_\_ Complete: \_\_\_\_\_

**Cost (Blind Open )::** Start: \_\_\_\_\_ Complete: \_\_\_\_\_

• Cost Points Awarded by Evaluation Committee: Yes No

*Prior PPRB approval is required to score Cost factors openly. Where Price is the only Cost factor, the Agency may choose to assign Cost points without providing Cost factors to the Evaluation Committee.*

**Other (Blind Open )::** Start: \_\_\_\_\_ Complete: \_\_\_\_\_

• Describe Factors: \_\_\_\_\_

**Other (Blind Open )::** Start: \_\_\_\_\_ Complete: \_\_\_\_\_

• Describe Factors: \_\_\_\_\_

Lowest Priced Proposal/Qualification: \_\_\_\_\_

*This proposal/qualification must receive 100% of the points for Price.*

Were Price points assigned to the other Offerors using the following formula? Yes No

$$(X / Y) \times \text{Total Price Points} = Z$$

X= Lowest Price  
Y= Offeror's Price  
Z= Points Assigned to Offeror

If not, please describe how Price points were awarded objectively:



Best and Final Offers (BAFO) Requested: Yes      No

BAFOs were requested from the following Offerors:

Their response was:

_____	_____
_____	_____
_____	_____
_____	_____

How did the Agency determine the vendors from which it would request a BAFO:

Provide any additional information about the BAFO process and results:

Were discussions held with Individual Offerors? Yes      No

Detail all discussions held pursuant to Section 3-204.01:

Were there any Mistakes in the Proposals or Qualifications submitted? Yes      No

Detail all such Mistakes and the action taken in compliance with Section 3-204.03:

**Notice of Intent to Award and Evaluation Committee Report**

Sections 3-204.04 and 3-204.05; Miss. Code Ann. §§ 31-7-415 and 31-7-423

*Documentation which proves compliance with all regulations is required.*

Successful Offeror(s): \_\_\_\_\_

Notice of Intent to Award and Evaluation Committee Report

- Date Posted to Agency Website: \_\_\_\_\_
- Date posted to the Procurement Portal: \_\_\_\_\_
- Date sent to all Offerors (48 Hours after Posting): \_\_\_\_\_

Offerors Notified of their Debriefing and Protest Rights: Yes      No

Contract awarded to the lowest priced Offeror? Yes      No

<b>Debriefings</b> 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: _____

<b>Protests</b> 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 RFP/RFQ and 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 RFP/RFQ 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 RFP/RFQ? Yes      No

Explain any differences between the RFP/RFQ scope and the contract scope:

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

RFP/RFQ: \_\_\_\_\_

Contract: \_\_\_\_\_

Explain any deviation between the RFP/RFQ and 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 interest.*

### 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.*

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Contractor is qualified to do business in the State per Miss. Code §79-4-15.01? Yes No  
*Documentation that the vendor is registered and in good standing with the Mississippi Secretary of State's Office as of the date you submit the contract to OPSCR is required.*

Insurance Requirements in RFP/RFQ (type of insurance and amount):

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

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

RFP/RFQ page and clause with insurance requirements: \_\_\_\_\_

Contract page and clause with insurance requirements: \_\_\_\_\_

*The insurance requirements in the RFP/RFQ 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): \_\_\_\_\_  
\_\_\_\_\_ % 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, 3-203.12.1 and Miss. Code Ann. §§25-61-9 and 79-23-1

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

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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:

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Check if Uploaded	<b>Documents to Upload in MAGIC</b> <i>(preferably as individual PDFs labelled as indicated below)</i>	Location in MAGIC	Publicly Available
	Petition for Relief	OVAR RfX	-
	Proof of Public Notice <ul style="list-style-type: none"> <li>• Newspaper Advertisement Affidavit</li> <li>• Solicitation Posting on Procurement Portal (with date)</li> <li>• Solicitation Posting on Agency Website (with date)</li> <li>• Solicitation sent directly to any potential Offerors</li> <li>• Any other method(s) of publication</li> </ul>	Solicitation RfX	-
	Full Solicitation (RFP or RFQ)	Solicitation RfX	Yes
	All Solicitation Amendments	Solicitation RfX	Yes
	Proof of Distribution of All Amendments: <ul style="list-style-type: none"> <li>• Amendment Posting on Procurement Portal (with date)</li> <li>• Amendment Posting on Agency Website (with date)</li> <li>• Amendment sent directly to potential Offerors</li> </ul>	Solicitation RfX	-
	All Letters of Intent (if applicable)	Solicitation RfX	-
	Attendance Record of Pre-Submission Conference (if applicable)	Solicitation RfX	-
	Receipt of Proposals <i>Showing the date and time each proposal or qualification was received.</i>	Solicitation RfX	-
	Register of Proposals <i>Showing the assigned identifier for each proposal/qualification received.</i>	Solicitation RfX	-
	Acknowledgement of All Amendments (All Offerors)	Solicitation RfX	-
	Complete copy of every Proposal/Qualification submitted	Solicitation RfX	-
	Technical exactly as given to the Evaluation Committee	Solicitation RfX	-
	Cost exactly as given to the Evaluation Committee	Solicitation RfX	-
	Any other sections of the Proposals/Qualifications required to be evaluated without identifying information exactly as given to the Evaluation Committee	Solicitation RfX	-
	Evaluator Conflict of Interest Certifications	Solicitation RfX	-
	Evaluation Documents (any which are applicable): <ul style="list-style-type: none"> <li>• Determination of Responsive and/or Responsible</li> <li>• Individual and/or Consensus Scoring Documents</li> <li>• Final Evaluation Tabulation</li> </ul>	Solicitation RfX	-
	All Communication with Offerors / Potential Offerors	Solicitation RfX	-
	Notice of Intent to Award	Solicitation RfX	Yes
	Evaluation Report	Solicitation RfX	Yes

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Check if Uploaded	<b>Documents to Upload in MAGIC</b> <i>(preferably as individual PDFs labelled as indicated below)</i>	Location in MAGIC	Publicly Available
	Notice of Intent to Award and the Evaluation Report <ul style="list-style-type: none"> <li>• Proof sent to all Offerors (and dates)</li> <li>• Posting on Procurement Portal (and date)</li> <li>• Posting on Agency Website (and date)</li> </ul>	Solicitation RFX	-
	Debriefing <ul style="list-style-type: none"> <li>• All Debriefing Requests</li> <li>• A Summary of each Debriefing Conducted</li> <li>• Debriefing Memorandum to PPRB</li> </ul>	Solicitation RFX	-
	Protest <ul style="list-style-type: none"> <li>• All Protests Filed with Agency</li> <li>• The Agency Resolution to any Protests</li> <li>• All Protests Filed with or Appealed to PPRB</li> <li>• PPRB's Order or Resolution to the Protest</li> <li>• Protest Memorandum to PPRB</li> </ul>	Solicitation RFX	-
	Public Records <ul style="list-style-type: none"> <li>• All Public Records Requests related to the Procurement</li> <li>• List of documents produced in response to the request</li> <li>• Motions for protective orders/other relevant court filings</li> </ul>	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 Certificates of Insurance or 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](http://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.