

New Contract Submission
State Entities Not Under Purview of PPRB
 PPRB OPSCR Rules and Regulations Section 3-102.04

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).*

Other Associated Numbers in MAGIC: _____

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

Agency Head Determination
Section 3-102.04

The Agency Head signed a written determination:	Yes	No
The determination states the services meet the Agency's requirements:	Yes	No
The determination states the price represents fair market value (FMV):	Yes	No
The written determination explains the method used to determine FMV:	Yes	No

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:

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 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

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.

Insurance Requirements in contract (type of insurance and amount):

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

New Contract Submission
State Entities Not Under PPRB Purview

Is the State or Agency required to be an Additional Insured? Yes No
Contract Clause with Insurance Requirements: _____ <i>A current Certificate of Insurance reflecting the required coverage must be submitted to OPSCR.</i>
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
<small>*The option to attend remotely is <u>not</u> available to Agencies located in Hinds, Rankin, or Madison counties.</small>

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: _____

New Contract Submission
State Entities Not Under PPRB Purview

Check if Uploaded	Documents to Upload in MAGIC <i>(preferably as individual PDFs labelled as indicated below)</i>	Publicly Available
	Unexecuted Contract	-
	All Contract Attachments, Appendices, or Exhibits	-
	Complete Submission Checklist (and required documentation)	-
	Current Certificates of Insurance/Performance Bond, if required	-
	Proof of Regulatory Board Approval (if applicable)	-

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.

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