

**New Contract Submission**  
**Request for Applications (Contract Worker)**  
PPRB OPSCR Rules and Regulations Chapter 7

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. The maximum period of performance in Section 14.3.1 does not apply to contract workers, and a procuring Agency may contract indefinitely where the scope of services and rate of pay remain unchanged pursuant to Rule 7.1.4.

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 a separate form for each contract. **If contracting with an incumbent contractor, a new contract number is required for every new solicitation.**

Solicitation RFx Number \_\_\_\_\_

Other Associated Numbers in MAGIC, MAGIC HR, or SPAHRS \_\_\_\_\_

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

### Preliminary Considerations

Introduction; Chapter 4 and Section 7.2.1

Did the Agency issue a Request for Information prior to issuing the solicitation? Yes      No

The following people attended and/or responded to the RFI

_____	_____
_____	_____
_____	_____
_____	_____

The Public Notice required by Sections 4.2 and 4.3 and the written determination required by Section 4.5 shall be submitted to OPSCR.

Did the Agency make a written determination that it needs a contract worker prior to issuing an RFA as required by Section 7.2.1?    Yes      No

### Content of Public Notice

Sections 7.2 and 7.3

Documentation which proves compliance with all regulations is required.

Date on Agency website \_\_\_\_\_ Date on Procurement Portal\*\* \_\_\_\_\_

Newspaper(s)/Recruiting Website(s) Where Advertised \_\_\_\_\_

\_\_\_\_\_

First Ad Date \_\_\_\_\_ Second Ad Date \_\_\_\_\_

Does the Newspaper Advertisement contain

- |   |     |    |
|---|-----|----|
| • Agency Official's name                  | Yes | No |
| • Contact Information for Agency Official | Yes | No |
| • Minimum Qualifications                  | Yes | No |
| • Period of Performance                   | Yes | No |
| • Rate of Pay                             | Yes | No |
| • Application Submission Deadline         | Yes | No |
| • Manner of Submitting Applications       | Yes | No |

The RFA was furnished directly to the following potential applicants (at least 3 required)

_____	_____
_____	_____
_____	_____

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\*\* 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).

Date set for Receipt of Applications \_\_\_\_\_

The date must be no less than 14 calendar days following the date first published in newspaper and/or recruiting website.

If the Agency is unable to send the solicitation directly to at least three potential applicants, provide a brief memorandum explaining why it was not reasonably possible and how the Agency otherwise encouraged competition.

### Amendments to the RFA

#### Section 7.4 and 7.5.1

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 RFA

Amendment # \_\_\_\_\_ Date Posted on Procurement Portal \_\_\_\_\_  
Posted on the Agency Website \_\_\_\_\_ Sent to all Prospective Applicants \_\_\_\_\_  
Signed Acknowledgment of Amendments Received from all Applicants? Yes No

Amendment # \_\_\_\_\_ Date Posted on Procurement Portal \_\_\_\_\_  
Posted on the Agency Website \_\_\_\_\_ Sent to all Prospective Applicants \_\_\_\_\_  
Signed Acknowledgment of Amendments Received from all Applicants? Yes No

Amendment # \_\_\_\_\_ Date Posted on Procurement Portal \_\_\_\_\_  
Posted on the Agency Website \_\_\_\_\_ Sent to all Prospective Applicants \_\_\_\_\_  
Signed Acknowledgment of Amendments Received from all Applicants? Yes No

If the application submission deadline is less than 7 days following the posting of any amendment to the RFA, provide a brief memorandum explaining your compliance with the requirement in Section 7.4.2 that Amendments be posted within a reasonable time to allow Applicants to consider them in preparing their applications.

### Receipt and Evaluation of Applications

#### Section 7.5 and 7.6

Applications were received from the following Applicants

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Were any applications received after the submission deadline? Yes No

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Were any applications non-compliant with the RFA?	Yes	No
Was there a single application received?	Yes	No
Were there any conditional applications received?	Yes	No

If the answer to any of the above questions is yes, explain the facts and how the agency addressed the issue in compliance with Section 7.5 and the relevant subsections.

All applicants were evaluated by the following person or Committee

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Were any applicants deemed non-responsive? Yes No  
List all applicants deemed non-responsive

Date non-responsive applicants were notified \_\_\_\_\_

Were any applicants deemed non-responsive? Yes No  
List all applicants deemed non-responsive

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Date non-responsible 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)

_____	_____
_____	_____
_____	_____
_____	_____

**Notice of Intent to Award**

**Section 7.7.1**

Documentation which proves compliance with all regulations is required.

The Notice of Intent to Award contains

- |   |     |    |     |
|---|-----|----|-----|
| • Names of all applicants?                | Yes | No |     |
| • Identity of non-responsive applicants?  | Yes | No | N/A |
| • Identity of non-responsible applicants? | Yes | No | N/A |
| • Identity of intended awardee(s)?        | Yes | No |     |

Date Notice of Intent to Award Posted to Agency Website \_\_\_\_\_

Date Notice of Intent to Award posted to the Procurement Portal \_\_\_\_\_

Date Notice of Intent to Award sent to all Applicants \_\_\_\_\_

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 those rights.

### Debriefings

Was a debriefing offered? Yes No

If yes, have all debriefings been completed? Yes No

If no, what is the anticipated date of completion? \_\_\_\_\_

The debriefings must be completed prior to the date of the PPRB meeting.

### Request for Reconsideration of the Intent to Award

Was reconsideration offered? Yes No

If yes, the following applicants requested reconsideration of the intent to award

None

Applicant

Date Request Received by Agency

_____	_____
_____	_____
_____	_____
_____	_____

Date Request & Agency Response Posted to the Agency Website \_\_\_\_\_

Date Request & Agency Response Posted to the Procurement Portal \_\_\_\_\_

Date Request & Agency Response Sent to all Prospective Bidders \_\_\_\_\_

If more than one request for reconsideration was received and the agency did not post the response to all requests on the same day, the agency should supplement this form with the date each response was posted on the Agency website, posted on the procurement portal, and sent directly to all prospective applicants.

### Contract

#### Chapter 14, Appendix E

Provide the RFA and contract page number for the following

RFA

Contract

- Services to be performed/deliverables to be provided
- Period of performance
- Cost of services
- How frequently the service is to be performed
- Price adjustment language\*
- Insurance and/or bonding requirements\*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Explain any discrepancies between the RFA language and the contract language regarding the above matters, if any.

\* Please write N/A if not required by the Agency.

State the page number in the contract where the following required clauses are located

- \_\_\_\_\_ Applicable Law Clause
- \_\_\_\_\_ Approval Clause
- \_\_\_\_\_ Availability of Funds Clause
- \_\_\_\_\_ Compliance with Equal Opportunity in Employment Policy Clause
- \_\_\_\_\_ Compliance with Laws Clause
- \_\_\_\_\_ E-Payment Clause
- \_\_\_\_\_ E-Verification Clause
- \_\_\_\_\_ No Limitation of Liability
- \_\_\_\_\_ Paymode Clause
- \_\_\_\_\_ Procurement Regulations Clause
- \_\_\_\_\_ Property Rights Clause
- \_\_\_\_\_ Representation Regarding Contingent Fees Clause
- \_\_\_\_\_ Representation Regarding Gratuities Clause
- \_\_\_\_\_ Required Public Records and Transparency Clause
- \_\_\_\_\_ Stop Work Order Clause
- \_\_\_\_\_ Termination Clause

<b>Contract Approval</b> Sections 1.2.1, 1.2.2, 7.7.2 and 14.8	
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.	
Is the Contract Worker a PERS retiree? Yes      No	
If so, a PERS Form 4B must be maintained in the Agency Procurement File pursuant to Section 7.1.5.	
<b>No Insurance Required</b>	
Insurance Requirements in Contract (type of insurance <u>and</u> amount)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
A current Certificate of Insurance reflecting the required coverage must be submitted to OPSCR.	
Does the Contract require that the Agency be listed as an Additional Insured? Yes      No	
What is the funding source for this contract?	
_____ % State General Funds	
_____ % Federal Funds	
_____ % Grant Funds (describe Grant) _____	
_____ % Other (describe) _____	
Did the agency submit the procurement to OPSCR for a compliance review as described in Section 1.2.3 during the procurement process? Yes      No	
If yes, all communication with OPSCR during the compliance review regarding the review shall be submitted with the contract.	
Was there a conflict between the procurement requirements of the funding source and the PPRB OPSCR Rules and Regulations? Yes      No	
If yes, the memo required by Section 1.3.2 shall be submitted to OPSCR.	
Did the agency take any specific action to preserve the procurement? Yes      No	
If yes, the memorandum required by Section 1.4.8.1 shall be submitted to OPSCR.	



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Did the Agency make decision(s) during the procurement process implicating the principles of competition, fairness, and transparency? Yes      No

If so, explain the facts underlying the decision and the legitimate business purpose supporting the agency's decision.

Has the Agency Head delegated authority to a designee to execute the contract? Yes      No

If yes, the memorandum required by Section 14.9 shall be submitted to OPSCR.

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

If yes, who is currently providing the services?

Agency Representative for PPRB Meeting \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone 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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Invitation for Bids