

OFFICE OF PERSONAL SERVICE CONTRACT REVIEW

MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION

Woolfolk State Office Building, Room 145
501 North West Street, Jackson, MS 39201

September 28 – 29, 2023

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Time	Training	Presenter
8:30 – 9:00	Registration and Coffee	
9:00 – 9:45	Introduction and Procurement 101	Angela Cooper
9:45 – 10:30	Invitations for Bids	Shannon Smith
10:30 – 10:45	Break	
10:45 – 11:45	Requests for Applications Small Purchases Sole Source Emergency Preapproved Vendor Lists Other Procurement Methods	Shannon Smith
11:45 – 1:15	Lunch	
1:15 – 2:00	Contract Types	Kim Burse
2:00 – 2:30	Contract Clauses	Brittney Thompson
2:30 – 2:45	Break	
2:45 – 3:15	Cooperative Contracts	Brittney Thompson
3:15 – 3:30	Q&A	Brittney Thompson
3:30 – 3:45	OPSCR Submission Packets	Kim Burse
3:45 – 4:15	Procurement Jeopardy	Jonathan Dillard

September 29, 2023

Time	Training	Presenter
8:30 – 9:00	Welcome and Coffee	
9:00 – 11:00	Petitions for Relief Requests for Proposals Requests for Qualifications	Brittney Thompson
11:00 – 11:15	Procurated	Brittney Thompson
11:15 – 11:30	Break	
11:30 – 11:45	Blind Scoring Activity	Shannon Smith
11:45 – 12:00	Choose Your Procurement Method	Trina Kelly/Jonathan Dillard
12:00 – 12:30	Protests and Debriefings Public Records Requests	Brittney Thompson
12:30 – 1:00	Q&A	Brittney Thompson

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