

## New Contract Submission

### Invitation for Bids

PPRB OPSCR Rules and Regulations Chapter 5

Agency Mississippi Department of Health

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 five years pursuant to Rule 14.3.1 in the **Notes** section below and provide all supporting documentation.

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 page 1, the Contract section, and the Contract Approval section for each contract.

Solicitation RFx Number Rfx # 316000785

Other Associated Numbers in MAGIC 2025-MEQ-HD-OpenGov

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

## Preliminary Considerations

### Introduction; Chapter 4

Did the Agency seek guidance from DFA or ITS regarding whether this contract is subject to the PPRB's purview or the ITS Board's purview? Yes ☐ No ☒

If yes, please identify the DFA and/or ITS staff member(s) who assisted you

Name \_\_\_\_\_ Email \_\_\_\_\_ Agency \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Agency \_\_\_\_\_

Documentation of the request and the response received should be submitted to OPSCR (ex email thread).

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 (name and company)

_____	_____
_____	_____
_____	_____
_____	_____

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.

## Content of the Invitation for Bids

### Section 5.1; Appendix E

List the page number(s) in the Invitation for Bids where the following information is located

- 82 Section B Bid submission requirements
- Section B Bid form
- Section 8 Other forms bidder is required to submit (if any)
- Section 6 Minimum qualifications
- Section 4 Description of services being procured
- Sec. 14/17 Contract terms and conditions - Attached E/F
- \_\_\_\_\_ Statement that the Agency may cancel the solicitation
- Sec. 15 Statement that the Agency may reject any bid submitted
- Sec. 15 Statement that bidder arrived at price independently without collusion
- Sec. 15 Opportunity to request reconsideration of the terms of the solicitation
- N/A Requirement that redacted copy of bid be submitted
- N/A Notice that vendor is subject to exclusion if redactions made in bad faith
- N/A Notice that redacted bid is a public record
- Sec. 3 Requirement that bidders acknowledge every amendment
- Attach E Acknowledgement of Amendments Clause
- Attach E Applicable Law Clause
- Attach E Approval Clause
- Attach E Availability of Funds Clause

<u>Attach</u>	Certification of Independent Price Determination Clause
<u>Attach</u>	Compliance with Equal Opportunity in Employment Policy Clause
<u>11</u>	Compliance with Laws Clause
<u>11</u>	Contract Rights Clause
<u>11</u>	E-Payment Clause
<u>11</u>	E-Verification Clause
<u>Sec. 15</u>	Expenses Incurred in the Procurement Process Clause
<u>Sec. 15</u>	Minor Informalities and Irregularities Clause
<u>Sec. 15</u>	Offeror's Representation Regarding Contingent Fees Clause
<u>Attach</u>	Paymode Clause
<u>Attach</u>	Procurement Regulations Clause
<u>Sec. 15</u>	Property Rights Clause
<u>Sec. 15</u>	Representation Regarding Gratuities Clause
<u>Sec. 15</u>	Required Public Records and Transparency Clause
<u>Sec. 15</u>	Stop Work Order Clause
<u>Sec. 15</u>	Termination Clause

Public Notice	
Section 5.2	
Documentation which proves compliance with all regulations is required.	
Date on Agency website _____ Date on Procurement Portal** _____	
Newspaper(s) Where Advertised _____	
First Ad Date _____ Second Ad Date _____	
Does the Newspaper Advertisement contain	
• Agency Name	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Services Sought	Yes <input type="checkbox"/> No <input type="checkbox"/>
• RFx Number	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Agency Official's Name	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Contact Information for Agency Official	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Bid Submission Deadline	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Means to Obtain Full IFB	Yes <input type="checkbox"/> No <input type="checkbox"/>
The IFB was furnished directly to the following potential bidders (at least 3 required)	
_____	_____
_____	_____
_____	_____

\*\* 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).

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Date set for Receipt of Bids \_\_\_\_\_

If the date set for receipt of bids is not at least 30 days following the date of public notice, a written determination explaining why a shorter advertising time was needed and how and why the shorter time was reasonable under the circumstances. An Agency which received PPRB approval to advertise for less than 14 calendar days shall include the PPRB minutes with the written determination.

The following potential bidders requested reconsideration of the terms of the solicitation

☐ None

Potential Bidder

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 the date listed above was less than 14 days prior to the bid submission deadline, a written determination is required that the amount of time allotted between the Agency's decision was issued prior to the bid submission deadline was reasonable under the circumstances. See Section 5.2.4.1. 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 bidders.

### Amendments to the IFB

#### Section 5.3.4

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 IFB

Amendment # \_\_\_\_\_ Date Posted on Procurement Portal \_\_\_\_\_

Posted on the Agency Website \_\_\_\_\_ Sent to all Prospective Bidders \_\_\_\_\_

Signed Acknowledgment of Amendments Received from all Bidders? Yes ☐ No ☐

Amendment # \_\_\_\_\_ Date Posted on Procurement Portal \_\_\_\_\_

Posted on the Agency Website \_\_\_\_\_ Sent to all Prospective Bidders \_\_\_\_\_

Signed Acknowledgment of Amendments Received from all Bidders? Yes ☐ No ☐

Amendment # \_\_\_\_\_ Date Posted on Procurement Portal \_\_\_\_\_

Posted on the Agency Website \_\_\_\_\_ Sent to all Prospective Bidders \_\_\_\_\_

Signed Acknowledgment of Amendments Received from all Bidders? Yes ☐ No ☐

If the bid submission deadline is less than 14 days following the posting of any amendment to the IFB, provide a brief memorandum explaining your compliance with the requirement in Section 5.3.4.2 that Amendments be posted within a reasonable time to allow Bidders to consider them in preparing their bids.

## Pre-Submission Requirements

### Section 5.3

Letters of Intent Required? Yes ☐ No ☐

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

Deadline must be not less than 14 calendar days after the date of public notice.

Letters of Intent received from the following Potential Bidders

_____	_____
_____	_____
_____	_____
_____	_____

Pre-Bid Conference Held? Yes ☐ No ☐ IFB Page # with Notice of Conference \_\_\_\_\_

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

Conference must not be less than 14 calendar days after the date of public notice.

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

Amendment # Resulting from the Pre-Bid Conference \_\_\_\_\_

Representatives from the following Potential Bidders attended

_____	_____
_____	_____
_____	_____
_____	_____

Questions Due \_\_\_\_\_ No Questions Submitted ☐

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

## Bid Receipt, Opening, and Evaluation

### Sections 5.4 and 5.5

Bids received from the following Bidders

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Were any bids received after the submission deadline?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were any bids received in a manner non-compliant with the IFB?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did any Bidder withdraw its Bid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did any Bidder modify its Bid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did the Agency request any Bidder to confirm its Bid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did the Agency waive any minor informalities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did any Bidder offer more comprehensive services than requested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did any Bidder submit multiple or alternate bids?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were there any low-tie bids?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were any conditional bids received?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If the answer to any of the above questions is yes, explain the facts and how the agency addressed the issue in compliance with Sections 5.4 and 5.5 and the relevant subsections.

Were all Bidders deemed Responsive? Yes ☐ No ☐  
List Bidders deemed non-responsive and explanation for that determination

Date Non-Responsive Bidders Notified \_\_\_\_\_

Were all Bidders deemed Responsible? Yes ☐ No ☐  
List Bidders deemed non-responsible and explanation for that determination

Date Non-Responsible Bidders Notified \_\_\_\_\_

### Notice of Intent to Award

#### Section 5.6.1

Documentation which proves compliance with all regulations is required.

Successful Bidder(s) \_\_\_\_\_

The Notice of Intent to Award contains

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| • Names of all Bidders in order of overall price?     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| • Each bidder's specific price?                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| • Identity of non-responsive/non-responsible bidders? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Identity of intended awardee?                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| • Notice of debriefing?                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Notice of opportunity to request reconsideration?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| • Notice Agency Procurement File is on website?       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |

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

Date Agency Procurement File Posted to Agency Website \_\_\_\_\_

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

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

Contract awarded to the lowest priced responsive and responsible Bidder? Yes ☐ No ☐

### Debriefings

#### Section 5.6.2

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 and the memorandum required by Section 5.6.2 must be submitted to OPSCR prior to the date of the PPRB meeting.

### Request for Reconsideration of the Intent to Award

#### Section 5.6.3

*Provide as many copies of this form as necessary to report all Requests for Reconsideration*

The following bidders requested reconsideration of the intent to award

☐ None

Bidder

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 bidders.

**Contract**  
**Chapter 14, Appendix E**

Provide the IFB and contract page number for the following	IFB	Contract
• Services to be performed/deliverables to be provided	_____	_____
• Period of performance	_____	_____
• Cost of services (fixed-price; cost reimbursement; etc)	_____	_____
• Insurance and/or bonding requirements	_____	_____
• Price adjustment language	_____	_____

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

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

**Contract Approval**  
**Sections 1.2.1, 1.2.2, 5.6.4, 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.

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 Contract (type of insurance and 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.

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

**Agency Procurement File**  
Appendix D

Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
0.1	<b>Purview Determination</b> Communication with DFA and/or ITS regarding purview of the procurement	X			X	X
1.1.8	<b>PPRB's Discretionary Authority</b> Any requests for exceptions to regulatory or statutory requirements	X		X	X	X
1.2.3	<b>Compliance Review</b> Documentation regarding any compliance review(s) previously conducted by OPSCR	X			X	X
1.3.2	<b>Funding Source Conflict</b> Written determination of conflict with funding source procurement rules; action taken	X		X	X	X
1.4.2	<b>Competition, Fairness, and Transparency</b> Legitimate business reason(s) for decisions impacting competition, fairness, or transparency of procurement	X		X	X	X
1.4.8	<b>Preservation of Procurement</b> A memorandum explaining any decisions made to preserve the procurement	X		X	X	X
1.4.9	<b>Authorized to do Business in the State</b> Contractor's registration with the Mississippi Secretary of State (good standing)		X		X	X
Chapter 4	<b>Request for Information</b> Content of RFI, proof of publication, responses received, required written determination	X			X	X

New Contract Submission  
Invitation for Bids

Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
5.1	<b>Invitation for Bids</b> Full solicitation document as issued by the Agency		X	X	X	X
5.2	<b>Public Notice</b> Proof of publication in the newspaper, procurement portal, website, and direct solicitation of 3 bidders; written determination if advertising less than 30 days		X	X	X	X
5.2.4	<b>Request for Reconsideration of the Terms of the Solicitation</b> Any requests received; the Agency response; proof of distribution of the Agency response directly to bidders, on website, and on procurement portal; memorandum regarding reasonable time between response and submission deadline (if applicable)	X		X	X	X
5.3.1	<b>Letters of Intent</b> A copy of all letters of intent received by the Agency	X		X	X	X
5.3.2	<b>Pre-Bid Conference</b> Record of attendees, recording of the conference (if one is made), any documentation provided to conference attendees, amendments issued to the IFB	X		X	X	X
5.3.4	<b>IFB Amendments (including Q&amp;A)</b> All amendments issued; proof of distribution directly to bidders, on website, and on procurement portal; memo regarding reasonable time for distribution (if applicable)	X		X	X	X
5.4	<b>Receipt and Register of Bids</b> Register of bids; proof of date and time all bids were received; written determination regarding consideration of late bids (if applicable)		X	X	X	X
5.4 and 5.7	<b>All Bids Received</b> Full copies of all bids submitted to OPSCR; redacted copies posted on Agency website; documentation regarding any bid returned to the bidder and the reason(s) therefor.		X	X	X	X

Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
5.5.5	<b>Acknowledgement of Amendments</b> Every bidder's acknowledgement of every amendment (in writing)	X		X	X	X
5.5	<b>Evaluation of Bids</b> Documentation regarding responsive/responsible determination and evaluation of price		X	X	X	X
5.5.1 and 5.5.10	<b>Bid Irregularities</b> Documentation regarding modification, withdrawal, or confirmation of bids; any minor informalities waived by the Agency; resolution of low tie bids; or single bid received	X		X	X	X
5.6.1	<b>Notice of Intent to Award</b> Notice of Intent to Award and proof of distribution directly to bidders, on website, and on procurement portal, information regarding debriefings, requests for reconsideration, and the Agency Procurement File on the website (screenshot)		X	X	X	X
5.6.2	<b>Debriefings</b> List of bidders requesting debriefing; when conducted; any other documentation	X			X	X
5.6.3	<b>Request for Reconsideration of the Intent to Award</b> Any requests received; the Agency response; proof of distribution of the Agency response directly to bidders, on website, and on procurement portal	X		X	X	X
5.6.4	<b>PPRB Approval</b> Correspondence with OPSCR, PPRB agenda, PPRB minutes with approval, Notice of Contract Award		X			X
5.7	<b>Rejection of Individual Bids</b> Correspondence regarding rejection of individual bids; disposition of bids	X		X	X	X

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Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
5.7	<b>Cancellation</b> Notice of cancellation and proof of distribution; required written determination; information regarding disposition of bids	X				X
Chapter 14	<b>Contract</b> Full contract submitted to OPSCR; contract with trade secrets redacted on website		X	X	X	X
14.8.3	<b>Regulatory Board Approval</b> Board minutes or letter from board chair confirming approval	X			X	X
14.9	<b>Agency Head Designee for Contract Execution</b> Written delegation by the Agency Head for designee to execute contracts	X			X	X
Appendix E	<b>Exception Request for Required Clauses</b> Letter from Agency legal counsel requesting exception; approval by OPSCR	X			X	X