

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
Manual-wide Changes				
			Some sections and sub-sections were renumbered due to additions or deletions.	
			Dollar threshold changed to become current with state law.	
			Added (PSCRB) acronym for Public Service Contract Review Board.	
			Added (PPRB) acronym for Public Procurement Review Board.	
			Changed chapter numbers from roman numerals to numeric.	
			Removed Form from P-1 Form and replaced with P-1.	
			Did a find and replace on Procurement Officer and head of a purchasing agency to put Agency Procurement Officer where appropriate or Chief Procurement Officer as needed.	
			Spell check.	
			General grammatical changes to bring language current.	
Foreword				
			4th paragraph: Added: "which changed the name to the Office of Purchasing and Travel."	Deleted: "thus necessitating yet another name change"
			4th paragraph: Deleted: "thus, necessitating yet another name change"	
			5th paragraph: Added: "The Bureau of Fleet Management (the "BFM" or "Bureau") was established within the Office of Purchasing and Travel, within the Department of Finance and Administration ("DFA"), pursuant to Senate Bill 2398, Regular Legislative Session, Laws of 2006, which amended Section 25-1-77 of the Mississippi Code of 1972, as amended (the "Code"). This created what is now known as the Office of Purchasing, Travel and Fleet Management ("OPTFM")."	Establishment of Fleet Management
			6th paragraph: Deleted: "Office of Purchasing" and/or"	
			7th paragraph: Deleted: "not"	It does apply to governing authorities
			8th paragraph: Deleted: "not"	It does apply to governing authorities
Chapter 1				
1.101	1.101	Purpose of the Mississippi Procurement Manual	Added: "Mississippi"	Manual name corrected
			Added: "thorough"	Deleted: "exhaustive"
1.101.01 (3)	Deleted	Deleted	Deleted Section: "1.101.01 (3) Singular-Plural and Gender Rules."	

Procurement Manual Revisions - Effective May 10, 2012

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1.101.02	1.101.02	Purpose and Implementation of these Regulations	Added: "Therefore"	Deleted: "Hence"
1.104	1.104	Application of the Regulations	Added: "Bureau"	Deleted: "Office to correct name of Bureau of Building"
1.107	Deleted	Deleted	Deleted Section: "1.107 Dissemination of the Regulations."	
1.201	1.107	Definitions	Deleted: "means" throughout this section	Replaced with appropriate wording or dash."
1.201	1.107	Definitions	Added Definition: "Agency Procurement Officer - any person duly authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority."	
1.201	1.107	Definitions	Added Definition: "Certified Purchasing Office - Certified Purchasing Office shall be defined as any purchasing office wherein 50% or more of the purchasing agents hold a certification from the Universal Public Purchasing Certification Council or other nationally recognized purchasing certification."	
1.201	1.107	Definitions	Added Definition: "Must - to be required or compelled to"	
1.201	1.107	Definitions	Added Definition: "Governing Authority"	Text for definition from 31-7-1
1.201	1.107	Definitions	Added: "Office of Purchasing and Travel"	Deleted: "Chief Procurement Officer"
1.201	1.107	Definitions	Added: "vendor or supplier"	Deleted: contractor
1.301	1.108	Public Access To Procurement Information	Deleted: "except as noted in 1.301.01 of these regulations"	
1.301	1.108	Public Access To Procurement Information	Added: ", in accordance with each state entity's policies and procedures."	
1.301.01	Deleted	Deleted	Deleted Section: "1.301.01 Information on Bid Results."	
Chapter 2				
2.102.04	2.102	Authority of the Public Procurement Review Board (PPRB)	Added: "agency"	Deleted: "party"
(d)	2.102	Authority of the Public Procurement Review Board (PPRB)	Added Mississippi Department of Corrections	Corrected name of agency
(e)	2.102	Authority of the Public Procurement Review Board (PPRB)	Added Mississippi Department of Corrections	Corrected name of agency
2.103.01	2.103.01	Contracts	Added: written	Deleted: "prior"

Procurement Manual Revisions - Effective May 10, 2012

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2.103.01	2.103.01	Contracts	Added: "the Office of Purchasing and Travel prior to obtaining quotes or soliciting bids regardless of the cost."	
2.103.01.1	2.103.01.1	Competitive Bid Contracts	Changed \$250 to \$1,000	For purchases not having to obtain P1 approval.
2.103.01.1	2.103.01.1	Competitive Bid Contracts	Deleted: "The Office shall establish and maintain contracts on selected series of vehicles. The Office shall have the authority to regulate the optional equipment that will be allowed on any vehicle bought under the provisions of these contracts and, further, to set the standard for the size vehicle that can be purchased by any agency. The standard will be based on the specific needs of the buying agency. No vehicle will be purchased by any agency from any fund regardless of source except upon prior approval of the Office of Purchasing and Travel. The Office shall also establish and maintain other competitive bid contracts for a wide variety of other commodities and equipment."	
2.103.01.2	2.103.01.2	Negotiated Contracts	Added: "comparable".	Deleted: "competitive"
2.103.01.2	2.103.01.2	Negotiated Contracts	Deleted: "The price paid shall not exceed the negotiated contract price and that they must"	
New Section	2.103.01.3	Cooperative Contracts	Added new section: Cooperative Contracts – Statewide Cooperative Contracts are established on the basis of reviewing and selecting solicited contracts done by written specifications and sealed competitive bids or by those on a multiple award scheduled by consortiums which show a demonstrative cost savings. These contracts are usually awarded to the vendor that has submitted the lowest bid that meets specifications. All state agencies are allowed to purchase from cooperative contracts approved by the Office of Purchasing and Travel. Governing authorities may purchase from other than the awarded vendor provided they purchase an identical item at or below contract price. Cooperative groups interested in doing business with the State of Mississippi must contact the Office of Purchasing and Travel. Municipalities – 31-7-59, State Agencies – 31-7-13"	This was taken from the Vendor Guide – How to do Business with the State of Mississippi
2.103.01.3	2.103.01.4	Statewide Agency Contracts	Deleted: "or negotiation"	
2.103.03	2.103.03	Rental, Lease, Lease-Purchase of Equipment and Furniture	Changed dollar amounts	To provide better example of when advertising is required.
2.103.04	2.103.04	Commodities, Equipment, and Printing	Added: "Equipment and Printing" to heading	

Procurement Manual Revisions - Effective May 10, 2012

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2.103.05	2.103.05	Information Distribution	Deleted: Section "2.103.06 Printing, Binding, Engraving, and Lithographing"	
New Section	2.104	Certified Purchasing Office	Added: new section: "2.104 Certified Purchasing Office"	
Chapter 3				
3.101.01	3.101.01	Definition of Terms Used in this Section	Deleted: "means" throughout this section and replaced with appropriate wording or dash."	
(7)	3.101.01	Definition of Terms Used in this Section	Added definition: "Reverse Auction – an electronic auction where suppliers bid online against each other for contracts against a published specification."	
(8)	3.101.01	Definition of Terms Used in this Section	Added definition: "Electronic Bids – allows for the online submission of bids. It is a fast, secure and fully audited environment in which suppliers can upload bid files to buyers."	
(9)	3.101.01	Definition of Terms Used in this Section	Added definition: "Online Auctions – an auction where items are sold over the internet."	
3.102	3.102	General Provisions	Added: "Inventory Deletion Form"	Deleted: "Form 873"
New Section	3.102 (1)	General Provisions	Added definition: "Transactions listed in Section 31-7-13 (m), Mississippi Code of 1972, Annotated."	
New Section	3.102 (2)	General Provisions	Added: "For transfer, sale, or exchange of vehicles, see State Fleet Manual"	Added to reference vehicle information
3.101.02 (4)	3.102 (4)	General Provisions	Added: "items (freight charges)"	Deleted: "person or things"
3.101.02 (4)	3.102 (4)	General Provisions	Deleted: "This shall be applicable to travel by public conveyance and freight on things."	
3.101.02 (11)	3.102 (11)	General Provisions	Added: "those"	Deleted: "on office machinery"
3.101.02 (11)	3.102 (11)	General Provisions	Added: "the purview of"	Deleted: "machines"
3.101.02 (11)	3.102 (11)	General Provisions	Deleted: "control of"	
3.101.02 (12)	3.102 (12)	General Provisions	Added: "(12) Live animals"	Deleted: "Livestock" - live animals reflects all animals
New Section	3.102 (14)	General Provisions	Added: "(14) Library books and other reference materials purchased by or for libraries."	
3.101.02 (15)	3.102 (15)	General Provisions	Added: "Purchases of original artwork and artifacts by museums for public display."	Deleted: "Purchases made for museum and public display"
3.101.02 (16)	3.102 (16)	General Provisions	Added: "(16) Purchases of original artwork (paintings, statues, sculptures, etc.) for public display."	
3.101.02 (17)	3.102 (17)	General Provisions	Deleted: "for magazines and periodicals."	
3.101.02 (18)	3.102 (18)	General Provisions	Deleted: "Purchases made from contracts established or approved by the Office of Purchasing and Travel"	

Procurement Manual Revisions - Effective May 10, 2012

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3.101.02 (18)	3.102 (18)	General Provisions	Added: "Prison Industries"	Deleted: "Correctional Industries" to correct name of Mississippi Prison Industries
3.101.02 (20)	Deleted	Deleted	Deleted: "(20) Transactions listed in Section 31-7-13(m), Mississippi Code of 1972, Annotated	
3.101.03 (1)	3.102 (1)	Exemptions Requiring Approval	Added: "that are"	Moved: "only" from end of sentence to 3rd word from the end.
3.101.03 (2)	3.102 (2)	Exemptions Requiring Approval	Added: "that are available from only one source"	
3.102.01	3.102.01	Extension of Time for Bid or Proposal Acceptance	Added: "entity"	To clarify
3.102.02	3.102.02	Extension of Time on Indefinite Quantity Contracts	Added: "unless originally allowed by the bid specifications,"	
3.102.05	3.102.05	Procuring Commodities and Services Produced or Offered by State Agencies	Added "Prison"	Deleted: "Correctional" to correct name of Mississippi Prison Industries
3.102.06	3.102.06	Bid and Performance Bonds for Commodity Contracts or Service Contracts.	Deleted: "or such officer's designee"	
No Section Number	No Section Number	No Section Name	Deleted: "this page intentionally left blank"	
3.201	3.105	Method of Source Selection	Deleted: "Mississippi"	
3.201	3.105	Method of Source Selection	Deleted: "shall be negotiated contracts as set forth in Section 2.103.01.2 or"	
3.201	3.105	Method of Source Selection	Deleted: "Bidding"	
3.201	3.105	Method of Source Selection	Added: "Bids"	Clarification that negotiated contracts are by OPTFM
3.201 (d)	3.105 (4)	Method of Source Selection	Deleted: "or"	
3.202.03.4 (3)	3.106.03.4 (4)	Invitation for Bids Packet, Bid Form	Added: "pricing"	Deleted: "bids"
3.202.05	Deleted	Deleted	Deleted: Section heading "3.202.05 Bidder Submissions."	
3.202.05.2	Deleted	Telegraphic Bids	Deleted: "3.202.05.2 - Telegraphic Bids"	
3.202.05.3	Deleted	Facsimile Bids	Deleted: "3.202.05.3 - Facsimile Bids"	
3.202.05.1	3.106.04.1	Bid Form	Added: " 3.106.04.1 - Bid Form. The Invitation for Bids <i>should</i> provide a <i>bid</i> form which shall include space in which the bid price shall be inserted and which the bidder shall sign and submit along with all other necessary submissions."	Moved and modified (see italics) from 3.202.05.1
3.202.06.1	3.106.08.2	Distribution	Added: "must"	Deleted: "shall"

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
3.202.06.2	3.106.05.1	Publication	Added: "MS Code 31-7-13(c)"	
(a)	3.106.05.1 (1)	Publication	Added: "or a newspaper of statewide general circulation"	Deleted: "(mandatory)"
(b)	3.106.05.1 (2)	Publication	Added: "Mississippi Procurement Technical Assistance Program"	Deleted: "Contract Procurement Center"
3.202.06.2	Deleted	Deleted	Deleted: "(c) in a newspaper of general circulation in the area pertinent to the procurement; (optional) (d) in industry media; (optional) or (e) in a government publication designed for giving public notice. (optional)"	Not required
3.202.06.2	3.106.05.2	Content of Advertisement	Added: "include information that will"	
3.202.06.2	3.106.05.2	Content of Advertisement	Deleted: "Prospective bidders should be given as much information as possible in the confined space."	
Commentary	3.106.05.2	Commentary	Added: "or at (email address)"	
3.202.06.3	3.106.05.3	Mississippi Procurement Technical Assistance Program	Added: "Technical Assistance Program"	Deleted: "Center" - reflect name change
3.202.06.3	3.106.05.3	Mississippi Procurement Technical Assistance Program	Deleted: "or"	
3.202.06.4	3.106.05.3	Mississippi Procurement Technical Assistance Program	Deleted: last sentence "The address for the main office is: Mississippi Contract Procurement Center, 1636 Popp's Ferry Road, Suite 229, Biloxi, MS 39532, Phone: 228-396-1288, Fax: 228-396-2520"	
3.202.06.4	3.106.05.3	Mississippi Contract Procurement Center	Added: "must"	Deleted: "shall"
3.202.06.4	3.106.05.3	Mississippi Contract Procurement Center	Added: "equipment or printing"	
3.202.06.4	3.106.05.3	Mississippi Contract Procurement Center	Added: "must"	Deleted: "shall"
3.202.06.4	3.106.05.3	Mississippi Contract Procurement Center	Added: "must"	Deleted: "should"
3.202.06.4	3.106.05.3	Mississippi Contract Procurement Center	Added: "must"	Deleted: "shall"
3.202.06.4	3.106.05.3	Mississippi Contract Procurement Center	Added: "must"	Deleted: "should"
3.202.06.4	3.106.05.3	Mississippi Contract Procurement Center	Added: "officially"	
3.202.06.5	3.106.05.4	Advertising Time	Added: "must"	Deleted: "shall"
3.202.06.5	3.106.05.4	Advertising Time	Added: "specified"	Deleted: "noted"
3.202.07.1	3.106.06.1	Purpose	Added: "should"	Deleted: "shall"
3.202.07.3	3.106.05.5	Public Availability	Added: "may"	Deleted: "shall"

Procurement Manual Revisions - Effective May 10, 2012

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3.202.07.3	3.106.05.5	Public Availability	Added: "must"	Deleted: "shall"
3.202.08	3.106.07	Pre-Bid Conferences	Added: "must"	Deleted: "shall"
3.202.09	Deleted	Deleted	Deleted: "Amendments to Invitations for Bid; and the Invitation for Bids, if a pre-bid conference was required therein, or the notice of pre-bid conference shall so provide. A summary of the conference shall be supplied to all those prospective bidders known to have received an Invitation for Bids. If a transcript is made, it shall be a public record."	
3.202.09.2	3.106.08.2	Distribution	Added: "must"	Deleted: "shall"
3.202.09.3	3.106.08.3	Timeliness	Deleted: "or, if necessary, by telegram or telephone and confirmed in the amendment"	
3.202.10.2	Deleted	Deleted	Deleted Section: "3.202.10.2 - Disposition of Bid Security"	
3.202.12.1	3.106.11.1	Receipt	Added: "Electronic bids received will be stored in an electronic lockbox until the time designated for the bid opening."	Added electronic bid opening statement
3.202.12.3	3.106.11.3	Confidential Data	Added: "6"	Deleted: "9" to correct Chapter Number reference
3.202.12.3	3.106.11.3	Confidential Data	Deleted: "(of the Mississippi Procurement Code)"	
3.202.13.4 (2)	3.106.12.4 (2)	Mistakes Discovered After Opening but Before Award, Mistakes Where Intended Correct Bid Is Evident	Added: "mathematical"	Deleted: "arithmetical" to update language
3.202.14.1	3.106.13.1	General	Added: "and best"	
3.202.14.1	3.106.13.1	General	Added: "responsive"	
3.202.14.1	3.106.13.1	General	Deleted: "of the Mississippi Procurement Regulation"	
3.202.14.1	3.106.13.1	General	Added: "and best responsible/"	
3.202.14.4	3.106.13.4	Determination of Lowest Bidder	Added: "and Best"	
3.202.14.4	3.106.13.4	Determination of Lowest Bidder	Added: "and Best"	
3.202.15.2	3.106.14.2	Award	Added: "(1)"	Deleted: "I"
3.202.15.2	3.106.14.2	Award	Added: "coin toss"	Deleted: "drawing lots"
3.202.15.2	3.106.14.2	Award	Added: ", and two agency employees shall act as witnesses."	
3.202.15.3	3.106.14.3	Record	Deleted: "A copy of each such record shall be sent to the Office of Purchasing and Travel."	
3.202.18.2	3.106.17.2	Conditions for Use	Added: "No multi-step sealed bidding method of purchasing will be permitted unless approved by the Chief Procurement Officer or his/her designee"	
3.202.22.2	3.106.21.2	Conduct	Added: "6"	Deleted: "9" to correct Chapter Number reference

Procurement Manual Revisions - Effective May 10, 2012

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3.202.22.2	3.106.21.2	Conduct	Deleted: "of the Mississippi Procurement Regulations"	
3.203	3.107	Competitive Sealed Proposals	Deleted: ", or construction"	
3.203 (1)	3.107 (1)	Conditions for Use	Added: "or"	Deleted: ", or construction"
3.203.02.1	3.107.02.1	"Practicable" Distinguished From "Advantageous."	Added: "denotes"	Deleted: "connotes"
3.203.02.2	3.107.02.2	General Discussion	Added "and/or advantageous"	
3.203.02.2	3.107.02.2	General Discussion	Deleted: "If competitive sealed bidding is practicable, it may then be considered whether competitive sealed bidding is advantageous."	
3.203.02.2	3.107.02.2	General Discussion	Deleted: "(except to the extent allowed in the first phase of multi-step sealed bidding)"	
3.203.02.5 (1)	3.107.02.5 (1)	Determinations	Added "or his designee"	
3.203.02.5 (2)	3.107.02.5 (2)	Determinations	Added: "or his designee"	
3.203.02.6	3.107.02.6	Competitive Sealed Proposal vs. Competitive Sealed Bid	Added: "or his/her designee"	
3.203.04	3.107.04	Proposal Preparation Time	Added: "shall"	Deleted: "should"
3.203.12	3.107.12	Receipt and Registration of Proposals	Added: "and/or"	
3.203.12	3.107.12	Receipt and Registration of Proposals	Deleted: "or construction"	
3.203.12	3.107.12	Receipt and Registration of Proposals	Added: "Electronic proposals received will be stored in an electronic lockbox until the time designated for the opening of the proposal."	
3.203.14.1	3.107.14.1	"Offerers" Defined	Added: "Manual"	Deleted: "Regulations"
3.204	3.108.02.1	Authority to Make Small Purchases, Amount	Added: "less than \$50,000"	Deleted: "Small"
3.204	3.108.02.3	Authority to Make Small Purchases, Available from One Source Only	Added: "Section" and "of the Mississippi Code of 1972, Annotated"	Deleted: "Statute"
3.204.01	3.108.01	Application	Added: "Purchases less than \$50,000"	Deleted: "Small Purchases"
3.204.01	3.108.01	Application	Added: "equipment or printing"	Deleted: "or equipment"
3.204.01	3.108.01	Commentary	Added: "Governing Authorities"	Deleted: "Enacting jurisdictions" - Look for enacting jurisdictions and change to governing authorities unless it is speaking to "court"
3.204.02	3.108.02	Authority to Make Small Purchases	Added: "equipment or printing"	Deleted: "or equipment"
3.204.02.2	3.108.02.2	Existing State Contracts	Added: "equipment or printing"	Deleted: "or equipment"

Procurement Manual Revisions - Effective May 10, 2012

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3.204.02.3	3.108.02.3	Available from One Source Only	Added: "equipment or printing"	Deleted: "or equipment"
3.204.03	3.108.03	Competitive Written Bid Between \$5,000.01 and \$50,000	Added: "Competitive Written Bid Between \$5,000 and \$50,000"	Deleted: "Competition for Small Purchases of Commodities or Equipment Between \$3500 and \$15,000 and replaced with Competitive Written Bid Between \$5,000 and \$50,000."
3.204.03	3.108.03	Competitive Written Bid Between \$5,000.01 and \$50,000	Added: "equipment or printing"	Deleted: "or equipment"
3.204.03.5	Deleted	Deleted	Deleted: "3.204.03.3 - Exceptions"	Law used to say 2 competitive written bids may be made from the lowest and best bidder...now says something different.
3.204.04	3.108.04	Purchases less than \$5,000.01	Added: "less than"	Deleted: "Small"
3.204.04	3.108.04	Purchases less than \$5,000.01	Added: "or less"	Deleted: "of \$3500"
3.204.04	3.108.04	Purchases less than \$5,000.01	Deleted: "or the"	
3.205	Deleted	Deleted	Deleted: Section "3.205 Electronic Bids"	
3.205	3.109	Sole-Source Procurement	Added: "the Office of Purchasing and Travel. Proper procedures for submitting a Request for Authority to Purchase, P-1, are covered in Section 3.801."	Deleted: "The sole-source certification provided on the yellow copy of the Request for Authorization to Purchase, Form P-1, must be signed, and/or the sole-source certification provided on the Special Circumstances Approval Form, Form SC-1, must be signed, and a certification of the conditions and circumstances requiring the purchase shall be filed with the Form P-1 "
			<p>Revised Section: 3.205.02 "Conditions for Use of Sole-Source Procurement." Sole-source procurement is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify a sole-source procurement if there is more than one potential bidder or offerer for that item. The following are examples of circumstances which could necessitate sole-source procurement:</p> <p>(1) Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration (and manufacturer is sole supplier).</p> <p>(2) Where a sole supplier's item is needed for trial use or testing.</p> <p>(3) Where a sole supplier's item is to be required when no other item will serve the need of the user entity.</p>	

Procurement Manual Revisions - Effective May 10, 2012

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3.205.02	3.109.02	Conditions for Use of Sole-Source Procurement	<p>The determination as to whether a procurement shall be made as a sole source shall be made and approved by the Chief Procurement Officer or designee of such officer. Such determination and the basis therefore shall be in writing. Such officer may specify the application of such determination and the duration of its effectiveness. In cases of reasonable doubt, competition should be solicited. Any request by a using agency that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need</p> <p>An item that can be certified as a single source item may be purchased without complying with provisions for competitive bidding. Authority must be granted by the Office of Purchasing and Travel prior to acquisition of the item by using the electronic P-1 process. In addition to the certification, any request for single- source purchase shall be accompanied by an justification as to why no other item would be suitable or acceptable to meet the need.</p> <p>This justification should be written in sufficient detail so that a person not familiar with the situation could be expected to understand the need to forego the normal purchasing procedure. The justification should be typed on letterhead and signed by the principal investigator. The Procurement Director or his/her designee of the agency submitting the request shall sign the letter of justification indicating review and approval of the request. As per Section 31-7-13 (j), the certification for an emergency purchase must be submitted on letterhead and signed by the executive head or his/her designee of the requesting agency. The Office of Purchasing and Travel will not consider a sole source letter from the vendor as the primary justification but will use this letter as additional information when considering the request. Consider the following questions when preparing the justification</p> <p>(1) Do other companies make similar commodities that will do the same job or meet the same goals? (2) How is this item unique from all others? (3) What can this item do that the others can't? (4) Is there a copyright or patent on the commodity? (5) Is this item available from other distributors?</p>	
3.205.03	Deleted	Deleted	Deleted: Section "3.205.03 Antiques, Used, and Demonstrator Items"	
3.206	3.110	Emergency Procurements	Reworded Section:"3.206 Emergency Procurements"	

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
3.207	Deleted	Deleted	Deleted: "3.207 Competitive Selection Procedures for Services."	
3.403.02.2	3.115.02.1	Submission of Cost or Pricing Data	Added: "the limit set in the PSCRB Manual"	Deleted: "\$100,000"
3.403.02.2	3.115.02.1	Submission of Cost or Pricing Data	Added: "the limit set in the PSCRB Manual"	Deleted: "\$100,000"
3.403.02.2 (d)	Deleted	Deleted	Deleted: "(d) factory price lists on all vehicles included in state contract shall be supplied by successful vendor(s) subsequent to the award."	
3.501.02	3.116.02	Cost-Plus-a-Percentage-of-Cost Contracting	Deleted: "The prime-vendor contract for pharmaceuticals is a cost-plus contract which appears to be in the best interest of the State."	
3.501.05.3 (2)	3.116.05.3	Requirements Contracts	Added: "Three"	Deleted: "Two"
3.502.01	3.117.01	Description	Deleted: "or real property"	
3.502.05.3	3.117.05.3	Automatic Renewal Clause	Added: "Agencies should avoid entering into contracts which contain automatic renewal clauses."	Deleted: "Agencies shall not enter into contracts which contain automatic renewal clause without first obtain the written approval of the Office of Purchasing and Travel."
3.502.05.4	3.117.05.4	Rental Agreement for use by Mississippi Departments and Vendors	Added: "must"	Deleted: "shall"
3.503 (1)	3.118 (1)	Multi-Term Contracts, Specified Period	Added: "thereof"	Deleted: "therefore"
3.503 (2)	3.118 (2)	Determination Prior to Use	Added: "the following must be determined"	Deleted: "it shall be determined in writing"
3.503 (2)	3.118 (2)	Determination Prior to Use	Deleted: "that"	
3.503 (2)	3.118 (2)	Determination Prior to Use	Deleted: "that"	
3.503.01.1	3.118.01	Multi-Term Contracts; General	Added: "thereof"	Deleted: "therefore"
3.503.02	3.118.02	Conditions for Use of Multi-Term Contracts	Deleted: "in writing"	
Commentary	Deleted	Deleted	Deleted: "COMMENTARY"	
3.503.03.1	3.118.03.1	Solicitation	Added: "must"	Deleted: "shall"
3.504.01.2	3.119.01.2	Intent to Use	Added: "must"	Deleted: "shall"
3.504.01.2	3.119.01.2	Intent to Use	Added: "must"	Deleted: "shall"
3.504.01.2	3.119.01.2	Intent to Use	Added: "must"	Deleted: "shall"
3.504.01.2	3.119.01.2	Intent to Use	Added: "must"	Deleted: "shall"
3.504.02.4	3.119.01.2	Intent of Use	Added: "must"	Deleted: "shall"
3.504.02.5	3.119.01.3	Determination Required	Added: "must"	Deleted: "shall"
3.601.04.02	3.120.04.2	Location	Added: "must"	Deleted: "shall"

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
3.602.04.03	3.120.04.3	Time	Added: "must"	Deleted: "shall"
3.601.05	3.120.05	On-Site Inspection	Deleted: "Inspection of Construction Projects" from section heading	
3.601.05	3.120.05	On-Site Inspection	Added: "the"	
3.601.05	3.120.05	On-Site Inspection	Added: "of the equipment"	
3.601.05	3.120.05	On-Site Inspection	Added: "must"	Deleted: "shall"
3.801	3.124	Purchasing and Disposal – and Their Application	Deleted: "Forms"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "Revised 1991. (Appendix C)."	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "Form"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "in paper form or"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Added: "has been"	Deleted: "is being"
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "User documentation for instructions"	
3.801.01 (3)	3.124.01	Request for Authority to Purchase, P-1	Added: "or rentals"	
3.801.01 (4)	3.124.01	Request for Authority to Purchase, P-1	Deleted: "(4) Rentals in excess of \$15,000 for commodities not covered by a state or agency contract."	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "For the paper process, all three copies are submitted to the Office of Purchasing and Travel with the appropriate documentation. If approval is granted, the Office of Purchasing and Travel assigns an identification number in the upper right corner of the green and the yellow copies. The white and the green copies are returned to the agency. The yellow copy is retained on file with the Office of Purchasing and Travel. Upon receipt of the approved copies, the agency will attach the white copy to the appropriate copy of the purchase order when submitting the purchase order to the Bureau of Financial Control. The green copy is retained on file with the agency."	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "For the electronic process."	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Added: "electronically"	Deleted: "via Genie"

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "via email"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Added: "archived electronically for future reference"	Deleted: "then stored in Domino.doc for future reference."
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Added: "for a"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "rental,"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "and/or agency contracts"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "differently than other P-1's"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "white and green"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "the green"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "The white"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "The procedures for establishing electronic P-1's for rental, lease-purchase and/or agency contracts also vary slightly from the typical electronic P-1 procedures"	
3.801.01	3.124.01	Request for Authority to Purchase, P-1	Deleted: "Lump-sum withdrawal agencies, those agencies which do not process payments through the Bureau of Financial Control, must submit only two copies of the P-1. If approval is granted, one copy is retained by the Office of Purchasing and Travel, and one copy is returned to the agency to be filed with a copy of the purchase order."	
3.801.02	Deleted	Deleted	Deleted: "Section 3.801.01.02 - Purchase Order Form 09.20.12, Revised 7-1-89, (Appendix D)"	
3.801.03	3.124.02	Request for Authority to Dispose of Personal Property	Deleted: "Form 873, Revised 1990, (Appendix E)."	
3.801.03	3.124.02	Request for Authority to Dispose of Personal Property	Added: "Inventory Deletion Form"	Deleted: "Form 873" as well as colors of old form and "the" to make context of sentence correct.
3.801.03	3.124.02	Request for Authority to Dispose of Personal Property	Deleted: "The Form 873 is a three-part form printed on carbonless paper in three colors: white, green and yellow. The Form 873 is a property disposal form and may not be used as a purchase document."	

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
3.801.03	3.124.02	Request for Authority to Dispose of Personal Property	Added: "One (1)"	Deleted color of form
3.801.03	3.124.02	Request for Authority to Dispose of Personal Property	Added: "excluding vehicles"	
3.801.04	Deleted	Deleted	Deleted Section: "3.801.04 Property Salvage Report, Form 961, (Appendix F)"	
3.801.05	3.124.03	Special Circumstances Approval Form, SC-1	Reworded: "The information provided on the SC-1 document must be followed when submitting an electronic P-1."	Deleted: "This form must be completed and submitted with a Form P-1 when requesting authority to purchase under any of the following special circumstances. Adequate justification must be submitted."

Chapter 4

4.202	4.103	Duties of the Chief Procurement Officer	Added: "or their designee"	
4.202.01.1	4.103.01.1	Authority of the Chief Procurement Officer and State Agencies	Added: "Purchasing agencies and using agencies are hereby granted the authority to prepare specifications."	
4.202.01.2	4.103.01.2	Authority to Contract for Preparation of Specifications	Added: "contains"	Deleted: "contains"
4.202.01.2	4.103.01.2	Authority to Contract for Preparation of Specifications	Deleted: "finally"	
4.202.02.1 (1)	4.104.01.1	Provisions of General Application; Application of Section	Deleted: "May To be included"	
4.202.02.1 (1)	4.104.01.1	Provisions of General Application; Application of Section	Added: "adequately"	Deleted: "satisfactorily"
4.202.02.2 (1)(a)	4.104.01.2	Special Additional Procedures, Specifications for Common or General Use Items, Preparation and Utilization	Added: "items"	
4.202.02.2 (2)(d)	4.104.01.2 (2)	Brand Name or Equal Specification, Required Characteristics	Deleted: "finally"	
4.202.02.2 (3)(b)	4.104.01.2 (3)	Brand-Name Specification, Competition	Deleted: "written"	

Chapter 5

5.101.01.1	5.101.01.1	Definite Quantity Contracts	Added: "(10%)"	
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Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
5.101.04 (2)	5.101.04 (2)	Termination for Convenience Clause, Contractor's Obligations	Added: "Vendor's"	Deleted: "Contractor's"
5.101.04 (2)	5.101.04 (2)	Contractor's Obligations	Added: "vendor"	Deleted: "contractor"
Chapter 7				
7.101	7.101	Definitions of Terms Used in this Chapter	Deleted: "means" throughout this section	Replaced with appropriate wording or dash."
7.102.01	7.102.01	Options Available to Purchase Commodities and Equipment	Deleted: "(except vehicles having a gross weight rating of less than 26,000 pounds).	
7.102.01 (2)	7.102.01 (2)	Options Available to Purchase Commodities and Equipment; Make purchases from contracts executed by the Office of Purchasing and Travel	Added: "and cooperative contracts"	
7.201	7.103	Cooperative Purchasing Authorized	Added: "In-State"	
7.201	7.103	Cooperative Purchasing Authorized	Deleted: "Authorized"	
7.201.01	7.103.01	Cooperative Purchasing Agreement in Form of Open-Ended Mississippi Contract	Added: Between a State Agency and a Local Governing Authority"	Deleted: "in Form of Open-Ended Mississippi Contract"
7.203	7.105	Multi-State Cooperative Contracts	Added: "Cooperative"	
7.203	7.105	Multi-State Cooperative Contracts	Added: "equipment or services"	
7.203	7.105	Multi-State Cooperative Contracts	Deleted: "Such multi-state contracts shall have been advertised in accordance with the guidelines set forth in Section 31-7-13 (c)."	
Chapter 8				
8.101.01	8.101.01	Methods	Added: "State agencies that fall under the purview of the Bureau of Fleet Management should reference the State Fleet Manual for instructions on disposal of vehicles."	
8.101.01.2	8.101.01.2	Personal property which becomes surplus to the needs of an agency or becomes obsolete or inoperable and still has a residual value may be traded as a part of the transaction to acquire new equipment.	Added: "Inventory Deletion Form"	Deleted: "873"

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
8.101.01.2	8.101.01.2	Personal property which becomes surplus to the needs of an agency or becomes obsolete or inoperable and still has a residual value may be traded as a part of the transaction to acquire new equipment.	Added: "Inventory Deletion Form"	Deleted: "873"
8.101.01.2	8.101.01.2	Personal property which becomes surplus to the needs of an agency or becomes obsolete or inoperable and still has a residual value may be traded as a part of the transaction to acquire new equipment.	Added: "Inventory Deletion Form"	Deleted: "873"
8.101.01.2	8.101.01.2	Personal property which becomes surplus to the needs of an agency or becomes obsolete or inoperable and still has a residual value may be traded as a part of the transaction to acquire new equipment.	Added: "Inventory Deletion Form"	Deleted: "873"
8.101.01.2	8.101.01.2	Personal property which becomes surplus to the needs of an agency or becomes obsolete or inoperable and still has a residual value may be traded as a part of the transaction to acquire new equipment.	Added: "electronically"	
8.101.01.2	8.101.01.2	Commentary	Added: "therefore,"	
8.101.01.3	8.101.01.3	Personal property may be transferred from one state agency to another state agency (including transfers to the Office of Surplus Property)	Added: "Inventory Deletion Form"	Deleted: "873"
8.101.02.1	8.101.02.1	Sealed Bid	Added: "or in a newspaper of state circulation"	
8.101.02.1	8.101.02.1	Sealed Bid	Added: "Inventory Deletion Form"	Deleted: "873"

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
8.101.02.2 (2)	8.101.02.2 (2)	Property Disposal Specifications	Deleted: (Dodge B150 1/2-ton pickup).	
8.101.02.2 (4)	8.101.02.2 (2)	Property Disposal Specifications	Added: "or hours used"	Deleted: "(vehicles only)"
8.101.02.3	8.101.02.3	Bid Rejection	Deleted: "or"	
8.101.02.3 (1)	8.101.02.3 (1)	Bid Rejection	Added: "etc.,"	
8.101.02.3	8.101.02.3	Bid Rejection	Added: "State Agencies that fall under the purview of the Bureau of Fleet Management, refer to Section 7.101.03.6 of the State Fleet Manual for additional guidelines."	
8.101.03.7	8.101.03.7	Any time vehicles or other equipment owned by state agencies are sold at public auction, the Office of Purchasing and Travel shall be notified in writing not less than 30 days prior to the auction	Deleted: "vehicles or other"	
8.101.03.7	8.101.03.7	Any time vehicles or other equipment owned by state agencies are sold at public auction, the Office of Purchasing and Travel shall be notified in writing not less than 30 days prior to the auction	Added: "15"	Deleted: "30"
8.101.03.7	8.101.03.7	Any time vehicles or other equipment owned by state agencies are sold at public auction, the Office of Purchasing and Travel shall be notified in writing not less than 30 days prior to the auction	Added: "Inventory Deletion Form"	Deleted: "873"
8.101.04.1	8.101.04.1	Private treaty sale is generally intended to refer to a sale based on the buyer's acceptance of a price set by the seller.	Added: "Inventory Deletion Form"	Deleted: "873"

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
8.101.04.1	8.101.04.1	Private treaty sale is generally intended to refer to a sale based on the buyer's acceptance of a price set by the seller.	Changed from \$100 to \$1000	Bring amount current with equipment thresholds
8.101.04.1	8.101.04.1	Commentary	Deleted: "Keep in mind the old adage that "one man's junk is another man's treasure" and make a concerted effort to determine if another agency has a need for the items being declared surplus."	
Chapter 9				
9.101	9.101	Definitions of Terms Used in this Chapter.	Deleted: "means" throughout this section	Replaced with appropriate wording or dash."
9.101.01.2 (1)	9.101 (2)	Bona Fide Established Commercial Selling Agency	Added: "n on-"	To make the words "an on-going"
9.203	9.104	Employee Conflict of Interest	Commentary: Added: "recuse"	Deleted: "disqualify"
9.203	9.104	Employee Conflict of Interest	Added: "request an advisory opinion from"	
9.203	9.104	Employee Conflict of Interest	Deleted: "apply to"	
9.203	9.104	Employee Conflict of Interest	Deleted: "for a waiver"	
9.203	9.104	Employee Conflict of Interest	Deleted: "of the conflict of interest prohibition"	
9.204	9.105	Gratuities	Added: "of"	To make "thereof"
9.205.02	9.106.02	Improper Influence	Deleted: "the Ethics Commission determines that improper influence has been or is being used to secure a state contract."	
9.206	9.107	Restrictions on Employment of Present Employees	Added: "advisory opinions"	
9.206	9.107	Restrictions on Employment of Present Employees	Deleted: "regulations or rulings"	
9.206	9.107	Restrictions on Employment of Present Employees	Deleted: "accordance with"	
9.207	9.108	Restriction on Employees Purchasing Under Terms of a State Contract	Added: "(1)"	
9.207	9.108	Restriction on Employees Purchasing Under Terms of a State Contract	Added: "or attempt to obtain"	
9.207	9.108	Restriction on Employees Purchasing Under Terms of a State Contract	Added: "or attempt to obtain"	
Chapter 10				

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
10.101 (14)	10.101	Special Procedures	Deleted: "Procurement Cards"	
10.102	10.102	Procedures for Purchasing Petroleum Products	Deleted: "Procedures for"	
10.102.02	10.102.02	Contract for Fuel Access Card Services	Added: "Bureau of Fleet Management"	Deleted: "Office of Purchasing and Travel"
10.103	Deleted	Deleted	Deleted Section: "10.103 - Procedures for Purchasing Unmarked Vehicles"	See Fleet Manual
10.104	10.103	Purchasing High-Tech and Surveillance Equipment	Deleted: "Procedures for"	
10.104.04.1	10.103.04.1	State Agency Procedures	Deleted: "If the item being purchased is available from only a single supplier, the single-source certification found on the back of the Form P-1 will be signed by appropriate personnel."	
10.104.04.2	10.103.04.2	Governing Authority Procedures	Added: "B"	Deleted: "b" to capitalize the B in Board
10.105	10.104	Acquiring Copiers	Deleted: "Procedures for"	
10.105.01.1	10.104.01.1	Purchase	Deleted: "It is recommended that the agency complete a copy of the Copy Machine Request Form (CMRF) prior to ordering. The intent of the CMRF is to determine the agency's copier requirements and to assess the other methods of acquisition that are available to the agency."	
10.105.01.2	10.104.01.2	Rental	Deleted: "It is recommended that the agency complete a copy of the Copy Machine Request Form (CMRF) prior to ordering. The intent of the CMRF is to determine the agency's copier requirements and to assess the other methods of acquisition that are available to the agency."	
10.105.01.2	10.104.01.2	Rental	Added: "must"	Deleted: "shall" - more effective
10.105.01.3	10.104.01.3	Rental, Not on Contract	Added: "bids"	Deleted: "proposals"
10.105.01.3 (1)	10.104.01.3 (1)	Rental, Not on Contract	Added: "bid"	Deleted: "proposal"
10.105.01.3 (2)	10.104.01.3 (2)	Rental, Not on Contract	Added: "Bids"	Deleted: "Request for Proposal"
10.105.01.3 (2)	10.104.01.3 (2)	Rental, Not on Contract	Added: "an offer"	Deleted: "a proposal"
10.105.01.3 (2)	10.104.01.3 (2)	Rental, Not on Contract	Added "must"	Deleted: "may wish to have the vendors submit the proposal on the Copy Machine Request Form to"
10.105.01.3 (2)	10.104.01.3 (2)	Rental, Not on Contract	Added: "Bids"	Deleted: "proposals"

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
10.105.01.3 (3)	10.104.01.3 (3)	Rental, Not on Contract	Added: "bids"	Deleted: "proposals"
10.105.01.3 (3)	10.104.01.3 (3)	Rental, Not on Contract	Added: "bids"	Deleted: "proposals"
10.105.01.3 (3)	10.104.01.3 (3)	Rental, Not on Contract	Added: "bids"	Deleted: "proposals"
10.105.01.3 (3)	10.104.01.3 (3)	Rental, Not on Contract	Deleted: "overall cost proposal"	
10.105.01.3 (3)	10.104.01.3 (3)	Rental, Not on Contract	Added: "bids"	Deleted: "proposals"
10.105.01.3 (3)	10.104.01.3 (3)	Rental, Not on Contract	Added: "explaining why the low bid is not acceptable."	Deleted: "which is commensurate with the overall price differential."
10.105.02	Deleted	Deleted	Deleted Section: "10.105.02 - Third Party Financing of Office Equipment Rental"	
10.105.03	10.104.02	Trade-In of Office Equipment for Credit	Deleted: "Mississippi"	
10.105.05	Deleted	Deleted	Deleted Section: "10.105.05 - Multi-Functional Devices and Networking Copiers"	
10.106	10.105	Purchasing Commodities Produced from Recovered Materials	Deleted: "Procedures for"	
10.106.03	10.105.02	Specifications; Specification Clause for Printing and/or Paper Products	Added: "Products Made from Recovered Materials"	
10.106.03	10.105.02	Specifications; Specification Clause for Printing and/or Paper Products	Added: "products made from recovered materials"	Deleted: "printing and/or paper products"
10.106.03.1	Deleted	Deleted	Deleted Section: "10.106.03.1 - Recycled Material"	
10.106.04	Deleted	Deleted	Deleted Section: "10.106.04 - Specifications for Other Products Made from Recovered Materials"	
10.107.03	10.106.03	Procedures for Items Where Multiple Bids Can be Obtained	Deleted: "To"	
10.107.03 (5)	10.106.03	Procedures for Items Where Multiple Bids Can be Obtained	Deleted: "the agency may indicate "multiple vendors" on the face of the P-1 and attach separate pages which would show the vendors and the items awarded to each. If using the electronic process,"	

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
10.107.03 (6)	10.106.03	Procedures for Items Where Multiple Bids Can be Obtained	Added: "The Office of Purchasing and Travel will approve the contract at which time the agency will receive an email notification of the approval and may then begin issuing purchase orders against the contract."	Deleted (6): "Upon receipt, the Office of Purchasing and Travel will evaluate the proposal and, if approved, will stamp a number in the upper, right-hand corner of the first and third copy of the P-1, and will write the P-1 number in the space provided on the second copy of the P-1. The first copy and a copy of the price list will be sent to the Bureau of Financial Control. Agencies not issuing payment vouchers through BFC will not have a copy sent to BFC. The second copy of the P-1 will be returned to the requesting agency, and the third copy and all supporting documents will be retained by the Office of Purchasing and Travel. If using the electronic process, the Office of Purchasing and Travel will approve the contract at which time the agency will receive an e-mail notifying of the approval and may then begin issuing purchase orders against the
10.107.04 (1)	10.106.04 (1)	Procedures for Single-Source Items, Firm Price	Added: "submit an electronic"	Deleted: "prepare a"
10.107.04 (1)	10.106.04 (1)	Procedures for Single-Source Items, Firm Price	Deleted: "and an information for an Agency Contract, Form A-1 (See Appendix H) The agency should send both forms to the . All agencies which issue payment vouchers through the Department of Finance and Administration should submit three (3) copies of the P-1 Form; all other agencies will submit two (2) copies of the P-1 Form. Agencies should use the electronic P-1 process whenever possible. If the agency contract has 20 or fewer items, the request should be made using the electronic method, indicating in the proper place, the intent to enter into an agency contract. It is recommended, for agency contracts of 21 to 40 items, the agency may wish to enter two electronic P-1's. This will enable the agency to issue purchase orders more quickly than if they use the paper process"	
10.107.04 (2)	10.106.04 (2)	Procedures for Single-Source Items, Firm Price	Added: "a copy"	Deleted: "two (2) copies"

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
10.107.04 (4)	10.106.04 (4)	Procedures for Single-Source Items, Firm Price	Deleted: "(Not required if using the electronic process)"	
10.107.05 (1)	10.106.04 (1)	Procedures for Single-Source Items, Firm Price	Added: "and submit"	
10.107.05 (1)	10.106.04 (1)	Procedures for Single-Source Items, Firm Price	Deleted: "The agency should send both forms to the Office of Purchasing and Travel. All agencies which issue payment vouchers through the Department of Finance and Administration will submit three (3) copies of the P-1 Form; all other agencies will submit two (2) copies of the P-1 Form. Agencies which use the Statewide Accounting System should request approval of this type by submitting a paper P-1. The electronic process will not be appropriate. Agencies not using the Statewide Accounting System may submit requests of this type using the electronic process."	
10.107.05 (3)	10.106.04 (3)	Procedures for Single-Source Items, Firm Price	Added: "the Office of Purchasing and Travel will approve the contract at which time the agency will receive an e-mail notification of approval and may then begin issuing purchase orders against the contract."	Deleted. Upon receipt, the Office of Purchasing and Travel will evaluate the proposal and, if approved, will stamp a number in the upper, right-hand corner of the first and third copy of the P-1, and will write the P-1 number in the space provided on the second copy of the P-1. The first copy and a copy of the price list will be sent to the Bureau of Financial Control; agencies not issuing payment vouchers through BFC will not have a copy sent to BFC. The second copy of the P-1 will be returned to the requesting agency, and the third copy and all supporting documents will be retained by the Office of Purchasing and Travel."
10.107.06	Deleted	Deleted	Deleted Section: "10.107.06 Procedures for Completing A P-1 For An Agency Contract."	
10.108.02	10.107.03	State Agency Procedures for Open Purchase Orders in Excess of \$3500	Added: "electronic"	
10.110	10.109	Information Applicable to Construction	Deleted: "The following definitions and commentary are set forth as an introduction and should not be considered to be a complete discussion of construction contracting."	
10.111	10.110	Information Applicable to Taxes	Corrected: "counsel"	Deleted: "council"

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
10.111	10.110	Information Applicable to Taxes	Added: "Agencies under the authority of the Personal Services Contract Review Board (PSCRB) shall follow the guidelines set forth in the Personal Services Contract Procurement Regulations."	
10.110.01	10.109	Construction Defined	The difficulty develops in defining what a service is and when does a service become a construction project or a commodity purchase. "Service" can best be defined as "the furnishing of labor, time, or effort by a contractor to meet a demand, especially work that is not connected with a manufacturing process or the delivery of a specific product other than reports or other items which are merely incidental to the required performance." Therefore, a "service contract" could be defined as a "contract that calls for the contractor's time and effort rather than for a concrete end product"	Removed
10.111	Deleted	Deleted	Deleted: "Agencies which are billed for property tax under a rental agreement may pay such bills."	Deleted
10.112.01	10.112.01	Services Requiring Competition	Added: "or"	Deleted: "to"
10.113	10.111.02	Small Purchase Procurement Card Services	Revised Section	
10.115	10.112.05	Membership Club Cards	Added: "State agencies desiring to obtain a membership club card shall submit to the Office of Purchasing and Travel for approval, written justification for the need of a membership club card."	Deleted: "membership club card fees, such as Sam's club cards, are allowed but should be justified by the agency or governing authority to show that the anticipated savings from using the card would exceed the cost of the card fee. This justification should be maintained on file with the government entity. Each subsequent year, the government entity shall document actual savings for the previous year which substantiate the cost of the card. This would not mean documenting savings on each and every purchase but enough documentation to substantiate adequate savings to justify the expense of the card."
Chapter 3	Chapter 3	Varies	Removed references of MS Prison Industries per new law	Removed references of MS Prison Industries per new law
Chapter 2	2.105	Training and Certification	Added 2.105 per new law	
TOC			Modified the Table of Contents to reflect proper numbering	

Procurement Manual Revisions - Effective May 10, 2012

Old Section Number	New Section Number	New Subsection Name	Modification Made	Further Explanation if Needed
Appendix A				
			Removed all appendices except Summary of Laws	All applicable forms may now be found on the OPTFM website.

Procurement Manual Revisions - Effective July 1, 2014

TOC			Modified the Table of Contents to reflect proper numbering	
	3.107.18	Debriefings	New section	
	6.210	Debriefings	New section	
	8.101.05	Electronic Recyclers	New section	

Procurement Manual Revisions - Effective July 1, 2015

TOC			Modified the Table of Contents to reflect proper numbering	
2.102.04			The change to section 2.102.04 clarified the types of procurements that PPRB wants to come before the board. The Board clarified on February 2015 that they wanted to see multiple purchases or awards that exceeded \$500,000.	The previous wording stated "one time purchases which exceed \$500,000."
3.101.03			Added "provided they follow 3.109.02" in the case of exemptions requiring approval.	This is an indication that something new must be done.
3.109.02			Included "Research" to Sole Source Procurement Conditions in heading	Added new requirements and information to this section after the numbered list, replacing wording that was in the previous manual.
3.109.03			Re-wording of first paragraph.	Added " Once an item has been certified as sole source" to the beginning of the sentence.
3.110			The changes listed are the proposed changes regarding emergency procurements to comply with HB 825 and SB 2400.	Last sentence of first paragraph, number 1, then letters d and e, followed by the rest of the paragraph.
3.110.04			Added "and provided 3.110 is followed" to this paragraph.	This is an indication that something new must be done.
3.124.03			Removed Section 3.124.03 (the form SC-1 that this section references, has not been used for several years).	