



STATE OF MISSISSIPPI
HALEY BARBOUR, GOVERNOR
MISSISSIPPI DEVELOPMENT AUTHORITY
Gray Swoope
EXECUTIVE DIRECTOR

TO: Long Term Workforce Housing Sub-recipients/Sub-grantees
FROM: Lynn Seals
DATE: July 19, 2010
SUBJECT: Amendment to Section 31-7-13, Mississippi Code of 1972 and Changes to Procurement Section of Implementation Manual

I. Purpose: To inform all Long Term Workforce Housing sub-recipients/sub-grantees of Senate Bill No. 2923 and to advise of superseding provisions for certain parts of the Implementation Manual..

II. Discussion: During the Regular Session of 2009, the Mississippi Legislature amended Section 31-7-13, Mississippi Code of 1972 as stated:

A. Bidding Procedure for purchases over \$5,000 but not over \$50,000.

Purchases which involve an expenditure of more than Five Thousand Dollars (\$5,000) but not more than Fifty Thousand Dollars (\$50,000), exclusive of freight and shipping charges may be made from the lowest and best bidder without publishing or posting advertisement for bids, provided at least two (2) competitive written bids have been obtained.

B. Any bid item for construction in excess of Five Thousand Dollars (\$5,000) shall be broken down by components to provide detail of component description and pricing. These details shall be submitted with the written bids and become part of the bid evaluation criteria.

III. Actions Required:

A. All sub-recipients/sub-grantees shall adhere to the new procurement guidelines as set forth and amended in Senate Bill No. 2923, Section 31-7-13, Mississippi Code of 1972.

B. On page LTWH page 7.1 of the Implementation Manual, under the heading "SMALL PURCHASES, paragraphs numbered 2 and 3 are replaced by the following:

2. If the aggregate cost is more than \$5,000, but not more than \$50,000, exclusive of freight and shipping charges, supplies or nonprofessional services may be obtained from the lowest and best bidder without advertising for bids provided at least two (2) competitive written bids have been obtained. Documentation of procurement would include description of supplies or service needed, list of vendors or suppliers called or notified, and written individual quotes from each contacted vendor or supplier on vendor or supplier form or letterhead. Selection would be based on lowest and best supplier; provided that, if the bids/quotes are for construction, any bid/quote item for construction in excess of \$5,000 must be broken down by components to provide detail of component description and pricing. These details must be submitted with the written bids/quotes and must become part of the bid/quote evaluation criteria.

3. If the aggregate cost exceeds \$50,000, the sub-recipient/sub-grantee must use one of the next three methods of procurement.

Except as revised by new paragraphs numbered 2 and 3 above, page 7.1 in the Implementation Manual remains as stated therein.

III. Contact: If you have questions concerning this memorandum, please contact Lynn Seals at 601.359.2905.