

Chapter 23: Contracts

Rule 23.1 Contracts. The Mississippi Department of Education Contracts Policy set forth herein applies to the procurement of all personal and professional services by the Mississippi Department of Education. Violation of this policy shall carry such penalties as may be applicable under state and federal laws. The awarding office shall be responsible for compliance with the rules and regulations governing the procurement of services.

Contracting for services shall be governed by all applicable rules and regulations promulgated by the Personal Services Contract Review Board (PSCRB), Department of Finance and Administration, Mississippi Department of Information Technology Services, Mississippi Ethics Commission, and state laws, as well as the policies approved by the Mississippi Board of Education. Contracts must be procured through adequate and reasonable competition, with the exception of sole-source and emergency procurements. Generally, the total amount of the contract shall be used to determine the appropriate method to be used in procuring services. Contracting for services shall be accomplished by using one of the following methods of source selection:

1. Competitive Sealed Bids
2. Competitive Sealed Proposals
3. Small Purchases
 - a. Pool of Service Providers
 - b. Three Written Quotations
4. Sole-Source Procurement
5. Emergency Procurement

Contracts totaling \$50,000 or greater must be approved by the Mississippi Board of Education prior to awarding the contracts. Contracts requiring PSCRB approval shall be submitted to PSCRB following approval by the Mississippi Board of Education.

Source: *Miss. Code Ann. § 37-1-3 (Revised 11/2010)*