MEMORANDUM

To: Procurement File
IFB RFx # 3160008075 GBNERR Mastication Project

From:

Re: Section 5.3.4.2, Timeliness – Justification for Shortened Amendment Distribution Period

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Pursuant to Section 5.3.4.2, Timeliness, of the PPRB OPSCR Rules & Regulations, this memorandum documents the agency's determination that proceeding with a shortened distribution period for the above-referenced procurement is necessary and reasonable. Section 5.3.4, Amendments to IFBs, requires amendments to be distributed no less than fourteen (14) calendar days prior to the bid submission deadline through the procurement portal, the agency's website, and direct distribution to prospective bidders known to have received a copy of the Invitation for Bids (IFB).

The amendment was issued on June 30, 2026, and distributed through the agency's website and direct notification to known prospective bidders on that date, which was eight (8) calendar days prior to the bid submission deadline of July 8, 2026. Due to scheduled system maintenance affecting Mississippi's Accountability System for Government Information and Collaboration (MAGIC) portal, the amendment could not be posted to the procurement portal at the time of issuance. The amendment was subsequently posted to the procurement portal on July 2, 2026, which was six (6) calendar days prior to the bid submission deadline.

The agency acknowledges that the amendment was not distributed through all required methods within the fourteen (14) calendar day timeframe established by Section 5.3.4, Amendments to IFBs, and Section 5.3.4.2, Timeliness. The agency determined that proceeding with the shortened distribution period was reasonable because the amendment consisted solely of responses to vendor questions and did not modify the scope of work, specifications, terms and conditions, evaluation criteria, or other material requirements of the IFB. The amendment did not require prospective bidders to make substantive revisions to their bids or develop additional information beyond consideration of the provided responses.

Based on these circumstances, the agency has determined that proceeding with the shortened distribution period does not adversely impact competition, fairness, or transparency in the procurement process. Prospective bidders were provided notice of the amendment and a meaningful opportunity to review the responses and submit responsive bids prior to the bid submission deadline.

Accordingly, the agency has determined that the shortened distribution period is necessary and reasonable under the circumstances.