

Mississippi State Department of Health Mississippi Center for Rural Health and Population Studies Grant Application Pre- Award Process

This guide provides detailed guidance for entities planning to conduct business with the State of Mississippi, especially those seeking federal and state grants or contracts. It covers essential registrations, compliance steps, and helpful resources, including links to videos and official portals.

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Step 1: Gather Organizational Information

Before engaging with Mississippi's state procurement or federal grant processes, ensure you have accurate, up-to-date organizational details. This foundational step will significantly simplify your registration and application procedures.

What You Will Need to Collect and Organize:

- **Legal Business Name/Organization Name and other Core Business Information:** Ensure that the name on your official legal or tax documents matches exactly what you will enter at registration portals.
- **EIN (Employer Identification Number):** This 9-digit number is assigned by the IRS and is critical for tax reporting. If you do not have an EIN, you can apply here: [IRS EIN Application](#)
- **W-9 Form:** This is the IRS Request for Taxpayer Identification Number and Certification form. You must have a current and signed IRS W-9 Form to submit to the Mississippi Department of Finance and Administration (DFA) for MAGIC vendor registration and invoicing purposes.
- **Physical and Mailing Address:** Collect your exact business physical address as well as mailing address if different. Use a USPS-recognized format to prevent validation issues.
- **Contact Person Information:** Gather the names, phone numbers, and emails for key personnel such as your Grant Point of Contact, CEO, CFO, or other authorized representatives.
- **UEI (Unique Entity Identifier):** This is a unique 12-character alphanumeric code issued by SAM.gov required for federal grants and contracts (replaces the former DUNS number). This is obtained through SAM.gov.
- **MAGIC Vendor Registration:** This 11-digit Vendor Number is issued through the MAGIC system after vendor registration in Mississippi (see Step 3). This is obtained through the MS e-procurement system, known as MAGIC.

Step 2: Federal Entity Registration

The System for Award Management (SAM.gov) is the federal government's portal to manage entity registrations for grants and contracts. Registration here is mandatory for any entity seeking federal financial assistance, including state subawards of federal funding.

Note: If your organization already has a SAM.gov account and a UEI, do not create a new registration. Simply log in with your existing credentials to manage your entity, then continue to the next step 3. Review your SAM.gov account to ensure you have completed full registration. If not, refer to Step 2.2.

Step 2.1: Create Login.gov User Account (required by SAM.gov)

Before accessing SAM.gov, users must first create an account through Login.gov, the secure sign-in service used across federal websites. Setting up a Login.gov account requires a valid email address, a strong password, and the completion of multi-factor authentication to ensure account security. Once created, these Login.gov credentials allow users to access SAM.gov and other connected federal systems seamlessly.

1. Navigate to SAM.gov and click on Get Started. You may be redirected to Login.gov, a secure login service used by federal agencies.
2. Provide your email and create a strong password to set up your Login.gov user account.
3. Confirm your email address via the verification email sent by Login.gov.

References:

Login.gov Registration Guide

Login.gov Account Creation - Video

Step 2.2: Register your entity in SAM.gov. (required)

Full registration is required for all entities conducting business on a federal grant in Mississippi. For a complete registration in SAM.gov, you will be required to provide detailed information about your entity. This includes your legal business name, physical and mailing addresses, Employer Identification Number (EIN), organizational structure,

Step 2: Federal Entity Registration

points of contact, and various certifications and assurances relevant to federal contracting and grant eligibility.

Note: Registration, whether for UEI or full SAM.gov registration, is free. Beware of third party vendors charging fees or requesting payments.

To assist you in organizing all necessary information and documentation, please download and carefully review our Entity Registration Checklist before you begin.

For a visual walkthrough of this process, please watch the following instructional videos: Get a Unique Entity ID in SAM.gov - Video and Entity Validation in SAM.gov - Video. To find out if your entity is already registered, refer to the following resource: Find out if an Entity is Registered in SAM.gov.

Once Logged into SAM.gov, to Register an Entity:

Requires detailed information about your organization, including legal business name, physical and mailing addresses, EIN, organizational type, points of contact, and various compliance certifications.

Entity Validation

1. Click Register Entity from your workspace.
2. Enter basic business data, including Legal Business Name, physical address, EIN, and DUNS number (if you have it). If not, SAM.gov will assign you a UEI.
3. Select your entity type (e.g., for-profit, nonprofit, government, etc.).
4. Select your registration type/purpose: Federal Assistance Only or All Awards. Typically, grant applicants select Federal Assistance Only.
5. Upload any required documentation to validate your legal business name and physical address if requested (e.g., IRS letter for EIN validation).
6. Review and complete declarations regarding assurances, representations, and certifications required for federal funding eligibility.
7. Input Points of Contact (POC) for business, government contracting, and electronic business transactions.
8. Submit your registration.

Step 2: Federal Entity Registration

UEI Issuance

1. Once your entity details are validated, SAM.gov issues your Unique Entity Identifier (UEI).
2. The UEI is a permanent, unique 12-character alphanumeric identifier used in all federal government dealings.
3. Receiving your UEI may take several days, as entity registration is required. (Around 7-10 business days is typical for full registration; UEI issuance is quicker but may still require validation time).

Please note that the UEI replaces the older DUNS number and is uniform across federal systems.

Full Entity Registration

1. 1. After UEI issuance, continue and complete the remaining sections:
 - a. Core Data: Detailed organizational information.
 - b. Assertions: Certifications and federal representations required by law.
 - c. Points of Contact: Designate your entity's authorized personnel for business, government, and electronic contacts.
 - d. Financial Information: Banking details, if necessary for payment purposes
2. Carefully review all entered data to ensure accuracy and completeness.
3. Submit your entity registration before final processing.
4. SAM.gov will notify you if additional documentation or corrections are needed.
5. Only users assigned appropriate roles by the Entity Administrator can view or manage the registration status.

Note: SAM.gov registration remains active for one year from submission, with renewal beginning at least 60 days before expiration to avoid disruption. Update your registration promptly if business details or points of contact change.

Step 2: Federal Entity Registration

References Guides:

- Entity Registration Checklist
- Get Started with SAM.gov
- Find out if an Entity is Registered in SAM.gov
- Entity Validation Documents
- How to add documents during validation
- Validation Timeline
- Check Pending UEI Status
- Check your Registration Status

Reference Videos:

- Get a Unique Entity ID in SAM.gov - Video
- Entity Validation in SAM.gov - Video
- For technical issues, you can search for your question or submit a web form anytime at the Federal Service Desk.

Step 3: Register as a Vendor with the State of MS

All entities conducting business with the State of Mississippi must register for the Mississippi eProcurement system, which is designed to streamline interactions between vendors and State government entities. After your registration is complete, you will receive a MAGIC Vendor number that will be used for invoicing purposes.

Note: If your organization already has a MAGIC Vendor Number, do not create a new registration. Simply log in with your existing credentials to review and update your account, then continue to the next step 4.

You may use the following e-Learning tool for account registration: MAGIC Supplier Registration - eLearning.

Step 3.1: Register as a New Supplier (if not registered)

1. Visit the Mississippi Supplier Registration Portal (MAGIC)
2. Complete the registration form.
3. Submit IRS W-9 Form as part of your profile via email to ofmmagic@dfa.ms.gov. Review to ensure your vendor number is included in your email and to address BOX 3 on your W-9 form. If "other" is selected, you must list a category on the corresponding line.
4. After approval, receive your MAGIC Vendor Number and retain it for payment purposes.

Suppliers who have completed the registration process and have received a User ID and Password must attach a W-9 to their supplier account in MAGIC. Alternatively, suppliers may submit a valid W-9 to:

Department of Finance and Administration
PO Box 1060
Jackson, MS 39215-1060

Department of Finance and Administration
501 North West Street - Suite 701-B
Jackson, MS 39201
Phone: (601) 359-3558
Fax: (601) 359-5525
Email: ofmmagic@dfa.ms.gov

Step 3: Register as a Vendor with the State of MS

Step 3.2: Check If You Are Already Registered

To determine whether you are a registered supplier (converted vendor) in MAGIC, go to the MAGIC Vendor Information page and follow the steps below:

1. Enter the first five characters of your Vendor Name or your 11-digit SAAS Vendor Number
2. Click Submit to check status.

Step 3.3: Update Vendor Information (optional)

To update your vendor information, such as changing the supplier or grantee administrator contact, you need to complete the Supplier/Grantee Self-Service Request for Change form. This form allows you to request updates to your contact information or other relevant vendor details.

3. Complete the Supplier/Grantee Self-Service Change Form
4. Fax to (601) 359-6551 or submit electronically by logging into your vendor profile.

Step 3.4: Paymode Registration (required)

To receive an electronic payment from the State of Mississippi, an entity must be registered in both the MAGIC and PAYMODE systems. Enrollment in PayMode is free, simple, takes less than 10 minutes to initiate, and can be easily completed online at www.paymode.com/ms. PayMode is available to users 24 hours a day, seven days a week. Before you begin enrollment, make sure you have: your organization name, a valid email address, Tax ID (TIN/EIN), and banking account, and a routing number.

1. Within 3-5 business days after submitting your W-9 form, you may register with Paymode.
2. Navigate to the Paymode - Log in and bookmark this page for future reference.
3. Click "Enroll Now" and enter your email address.
4. Paymode will create a unique enrollment code for your business within 5 business days.
5. You can either: 1) Wait to be contacted by Paymode by letter or email containing your unique enrollment code, or 2) Contact Paymode support directly to receive your enrollment code at Paymode Customer Support or call (866)252-7366.
6. Once your account is active, ensure your banking and remittance details are correct to start receiving payments electronically.

Step 3: Register as a Vendor with the State of MS

References:

DFA- Paymode-X Vendor Step-by-Step Vendor Enrollment

Paymode | Mississippi Department of Finance and Administration

MS DFA Administrative Rule for Mandatory Electronic Vendor Payments and Invoicing

Supplier Registration Guide (MAGIC & Paymode)

PayMode FAQs

Step 3.5: Request MAGIC User ID and Password (if you are already a converted vendor)

1. If you have not conducted business with the State of Mississippi since 2014, attempt to register with MAGIC (refer to Step 3.1).
2. If this attempt is unsuccessful, contact MASH via email at mash@dfa.ms.gov with the subject: "Vendor ID Request" and include the following information in your email:

MAGIC Vendor Number (if known)

FEIN/Tax ID

Vendor Name

Contact Name

Contact Email Address

Contact Phone Number

For technical assistance, contact the MMRS Call Center at (601) 359-1343, select Option 2.

References:

Supplier Registration Guide (MAGIC & Paymode)

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MS Registration of Supplier FAQs

Supplier/Grantee Self-Service Change Form

Supplier/Grantee Self-Service Request for Change form

You may use the following resources for account registration: MAGIC Supplier Registration - eLearning.

Step 4: Register for an OpenGov Account (required)

OpenGov serves as the central platform hosting procurement opportunities, contract management tools, and grant applications. To access and participate in these opportunities, you must create an OpenGov account by following these steps:

1. Navigate to the MSDH Procurement Portal and bookmark this page for future reference.
2. Click the "Sign Up" button on the right side of the page.
3. Enter your email address and click "Sign Up." (Check your spam or junk folders).
4. Check your email inbox and open the activation email from OpenGov.
5. Click the blue "Activate" button in the email to complete your registration.

If you have previously registered for OpenGov, review your profile for potential account updates. (refer to the Vendor Training Guide)

References:

Vendor Experience Overview

Activating Your Vendor Account

Reference Videos:

How to Register and Respond to Open Bids

OpenGov Procurement Vendor Training Guides (New Supplier Account, Profile Updates, etc.)

Step 5: Searching, Submitting, and Withdrawing OpenGov Bids

All open solicitations, including Requests for Proposals (RFPs), Requests for Quotes (RFQs), Invitations for Bids, and Requests for Applications, are publicly posted on the MSDH Procurement Portal powered by OpenGov. Vendors can submit quotes, bids, and proposals directly through the portal.

Step 5.1: Searching OpenGov Bids

1. Navigate to the MSDH Procurement Portal.
2. Click "Subscribe" to sign up for notifications related to your vendor profile or areas of interest.
3. Go to the Projects / Opportunities / RFPs & Bids listing page (often labeled "Projects," "Opportunities," or "Active Bids").
4. Locate the Filters or Project Status control. This is usually a dropdown or checkbox list near the top of the listing or in a sidebar.
5. Expand the Project Status filter to view available options. Typical status options are:
 - a. **Coming Soon** - posted for public view while still being drafted/approved by the agency. Useful to note upcoming opportunities.
 - b. **Open** - the solicitation is publicly released; vendors can view, ask questions, and submit responses.
 - c. **Pending** - the submission deadline has passed, and vendors can no longer submit or withdraw; stays Pending until agency action (evaluation, award, or manual close).
 - i. Common sub-states shown under Pending: Evaluation (agency evaluating responses) and Award Pending (award recommended but not finalized).
 - d. **Closed** - project has been closed by the agency; no further action unless reopened.
6. Select one or more statuses to filter the listing (for example, check Open to show only active solicitations).
7. Click Apply, Filter, or let the page auto-refresh - the listing will update to show only projects matching your chosen statuses.
8. Review filtered results. Open an individual project to confirm the deadline, submission instructions, or any Notices/Addenda.
9. To broaden or narrow results: toggle additional filters such as category codes, organization, location, or posting date (if available).
10. To return to the full list, clear the Project Status filter (uncheck statuses or click Clear Filters/ Reset).

Step 5: Searching, Submitting, and Withdrawing OpenGov Bids

Step 5.2: Submitting OpenGov Bids

Once you locate the project, click on its title to open the full project page. The system will present two initial options: "Draft Response" or "No Bidding."

To submit a bid,

1. Review each submission carefully, as each posting includes essential information such as submission deadlines, requirements, evaluation criteria, and contact details. Carefully review these details to confirm eligibility and prepare your response.
2. Download all relevant documents, including the solicitation, terms and conditions, attachments, and any addenda, if applicable. Most portals provide direct download links within the solicitation details.
3. Use the portal's drafting tools to prepare your proposal or bid. Be sure to:
 - a. Provide all requested contacts and company information
 - b. Complete required questionnaires and certifications
 - c. Separate cost or pricing proposals as directed
 - d. Upload all necessary documents digitally
4. When all steps have a checkmark, your response is complete and ready to submit. Steps will vary by project.
5. When complete, click "submit proposal" to send your responses electronically through the portal. Confirm that the submission has been received successfully and keep records of confirmation.

Step 5.3: How to Edit or Withdraw a Submitted Proposal

NOTE: If you submit your proposal and the agency releases an Addendum, you MUST log back in, un-submit your proposal, acknowledge the new addendum, or risk your response being deemed non-responsive. OpenGov Procurement will notify you frequently via email until this is completed.

1. Log in to the MSDH OpenGov procurement portal.
2. Open the project where you submitted your proposal.
3. Locate your submission and click Un-submit Proposal (this withdraws your response).
4. Edit your proposal as needed—update answers, upload new files, adjust pricing, etc.
5. When finished, click Submit Proposal again.

Step 5: Searching, Submitting, and Withdrawing OpenGov Bids

6. Important: You can only withdraw or edit before the bid deadline. After the deadline, no changes can be made.
7. If you choose not to participate, simply leave the proposal un-submitted.

References:

OpenGov Procurement Vendor Training Guides (New Supplier Account, Subscribing, Profile Updates, Network, Following, Bid Submission, Q&A, DocuSign, and more)
How to Edit or Withdraw your Proposal after it's been Submitted

Reference Video:

MSDH OpenGov Procurement Vendor Training Webinar

Contact the Procurement@msdh.ms.gov or 601-576-7954 for more information.

By completing each stage thoroughly, you have positioned your organization for success and ensured alignment with all requirements to successfully apply for funding with the Mississippi State Department of Health. Staying diligent with registrations, timely submissions, and accurate documentation will help streamline the process and maximize your funding opportunities. Should you need further assistance, please do not hesitate to reach out to the contacts and resources provided.

Key Contacts

Mississippi State Department of Health

MS Center for Rural Health and Population Studies Phone: (601)576-7216

MS Center for Rural Health and Population Studies Email: mscenterrhps@msdh.ms.gov

OpenGov Support: OpenGov Support

MSDH Strategic Procurement Phone: 601-576-7067 Email: Procurement@msdh.ms.gov

Department of Finance and Administration

MMRS Call Center: (601) 359-1343, Option 2

MMRS Email (MAGIC): mash@dfa.ms.gov

Fax for Vendor Contact Changes: (601) 359-6551

Paymode Customer Support: Paymode Customer Support

Paymode Phone: (866)252-7366

SAM.gov

Federal Service Desk and Access to Live Chat: Federal Service Desk.