INDEPENDENT CONTRACTORS

A Guide to the New Process Effective FY 2020
TIPS FOR THE NEW PROCESS

All Programs will be assigned an HR Contract Analyst!

Anita Evans:
Health Services
Health Equity
Jackson Heart Study
Regions 1 and 3*
(*for all admin service contracts)

Contact Information:
601-576-8127
anita.evans@msdh.ms.gov

LaShun Smith:
All Other Program Areas
Region 2*
(*for all admin service contracts)

Contact Information:
601-576-7897
lashun.smith@msdh.ms.gov
TIPS FOR THE NEW PROCESS

• MAGIC Vendor ID Number for Contractors required.
• All required forms are now fillable PDF files located on the MSDH intranet.
• All independent contractors need a valid email address.
• DocuSign will be utilized for all independent contractors.
• Submit contract into Q-Pulse for processing at least thirty (30) days prior to the contract effective date.
• For an effective date in May, June, or July, submit contract into Q-Pulse for processing sixty (60) days prior to the contract effective date if possible.
STEP 1: PROCUREMENT

• Request Quotes from Vendors.
• Select Lowest Bidder.
• Register Vendor in MAGIC.
  • Contractors must be registered in MAGIC before submitting contract for processing.
  • Contractors can register on the Mississippi Suppliers (Vendors) page of the DFA website.
  • [http://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/]
STEP 1: PROCUREMENT

Required Number of Quotes

• $50,000.00 or Less
  • 1 Written Quote

• $50,000.01 to $75,000.00
  • 3 Written Quotes
  • Justification Memo must be submitted if the required number of quotes are not obtained.

• $75,000.01 or Greater
  • Requires an IFB, RFP, RFQ or RFA and PPRB approval
  • 6 to 9 month process
  • Contact your Contract Analyst
STEP 1: PROCUREMENT

Written Quotes

• Must be either signed on letterhead or otherwise identifiable to be valid.

• It also must contain:
  • a statement of price
  • terms of the agreement
  • description of services offered by the vendor to the agency
  • name, address, and telephone number of the vendor
STEP 1: PROCUREMENT

Award Contract

• Select Vendor with lowest quote
  • If the lowest bidder is not selected, please submit a memo explaining why this was not the best decision.

• Notice of Award
  • Letters will be sent by your Contract Analyst.
  • Copies will be maintained in the procurement file.

• MAGIC Vendor ID Number
  • Required field on Request Form.
FORMS NEEDED FOR INDEPENDENT CONTRACTORS

• Contract Request Form for Independent Contractors [Form1143]
• Written Quotes
• PERS Retirees Only: PERS Form EVI, Employee vs. Independent Contractor Determination
STEP 2: COMPLETE THE FORMS

All Forms are located on the MSDH Intranet.

- Go to https://msdh.ms.gov.
- Scroll down to the bottom left corner and look for the column titled “Agency.”
- Click on “Intranet.”
STEP 2: COMPLETE THE FORMS

On the MSDH Intranet:
• Click on “Forms.”
• Scroll to the ‘Contracts/Grants’ section.
• Click on “Independent Contractor.”
• Double click on the available forms and save to your computer.
STEP 2: COMPLETE THE FORMS

Contract Request Form for Independent Contractors

• Complete the form electronically.
• Save the completed form as a pdf file. Click the ‘SAVE AS PDF’ button on the top right corner of the second page.
• Name the pdf file using the Contractor’s MAGIC ID number and form number [MAGIC ID+space+F1143.pdf]

Example: Company ABC, Inc. → MAGID ID number 0123456789 0123456789 F1143.pdf
STEP 2: COMPLETE THE FORMS

Quotes and Memos

• Save all quotes and, if necessary, memo to a single pdf file.

• Name the pdf file using the Contractor’s MAGIC ID number and form number [MAGIC ID+space+Quotes.pdf]

Example: Company ABC, Inc. → MAGID ID number 0123456789
0123456789 Quotes.pdf
STEP 2: COMPLETE THE FORMS

PERS Employee vs. Independent Contractor Determination [Form EVI]

• Select your assigned Contract Analyst in Section 1 (Employer Information) and complete Section 2 (Worker Information) and Section 3 (Questions for the Employer) of PERS Form EVI.

• Name the pdf file using the Contractor’s MAGIC ID number and form number [MAGIC ID+space+FEVI.pdf]

Example: Company ABC, Inc. → MAGID ID number 0123456789 0123456789 FEVI.pdf
STEP 3: SUBMIT IN Q-PULSE

• Create a Draft Action in Q-Pulse.
• Title the Draft Action the Contractor’s MAGIC ID Number and Company Name.
  [MAGIC ID+space+Company Name]

Example:
Company ABC, Inc. → MAGID ID 0123456789

0123456789 CompanyABC
STEP 3: SUBMIT IN Q-PULSE

Upload required forms into Q-Pulse:
• Click on the dots next to “Filename.”
• Upload files by clicking on “Add Files.”

Forms:
• Contract Request Form for Independent Contractors [Form1143]
• Quotes
• PERS Form EVI, if applicable.
STEP 4: DRAFTING AND ROUTING FOR APPROVAL

Each Contract Analyst will review the draft request.

- If rejected, the changes needed will be in the comments section. An email notification will be sent to the Q-Pulse owner.

- If determined necessary by your Contract Analyst, a Contract Worker/Independent Contractor Worksheet [Form 594] will be loaded into Q-Pulse. You will need to complete this before contract can be sent for signature.
STEP 5: DRAFT APPROVED STATUS IN Q-PULSE

Contract Analyst will:

• Send out contracts and, if necessary, Business Associates Agreements for signature using DocuSign.
• Upload signed contract into Q-Pulse.
• Change the status in Q-Pulse to say “Draft Approved.”
  • Email notification will be sent to the Q-Pulse owner.
STEP 5: DRAFT APPROVED STATUS IN Q-PULSE

What does this mean?

- Draft Approved status means that the contract has been completely signed by both parties.
- The Independent Contractor can legally perform services for the agency.
- However, information has not yet been entered into MAGIC and no payments may be issued.
STEP 6: ACTIVE STATUS IN Q-PULSE

• Contract routed to F&A for financial processing in MAGIC.
• F&A will add the MAGIC contract number to Q-Pulse in the “Keywords” section.
• F&A will change the status to “Active.”
• The contract has now been completely processed both legally and financially.
CONTRACT TERMINATIONS

• Legal Authority to Terminate a Contract
  • Dr. Dobbs
  • Mitchell Adcock

• Contact Human Resources to request a termination
  • Rebecca Henley
  • Designated Contract Analyst
    • Anita Evans
    • LaShun Smith