



MISSISSIPPI STATE DEPARTMENT OF HEALTH

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)

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All Other Program Areas

Region 2*

(*for all admin service contracts)

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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.”

AGENCY	INFORMATION	I NEED A ...
About Us	Apps	Birth Certificate
Administration	Calendar of Events	Certificate of Need
Board of Health	Contact Us	Children's Health Insurance
County Offices	Health Resources	Complaint Form
Institutional Review	Hotlines	Criminal History Check
Intranet	Locations	Death Certificate
Jobs	Meetings	Food Permit
Locations	News	Immunization Record

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.

Contracts/Grants

- [Business Associate Agreement 1083](#)
- ▶ [Contract Worker](#)
- [Data Use Agreement for Protected Health Info 1090](#)
- [Early Intervention Service Provider Agreement 1130 To fill out this form, save it to your computer](#)
- ▶ [Fee for Service Contracts](#)
- ▶ [Grant, MOU](#)
- [Human Resources Contract Form Checklist 1022](#)
- ▶ **[Independent Contractor](#)**
- ▶ [Subgrants](#)

Finance and Accounting

[Budget Request Package](#)

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. → MAGIC 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

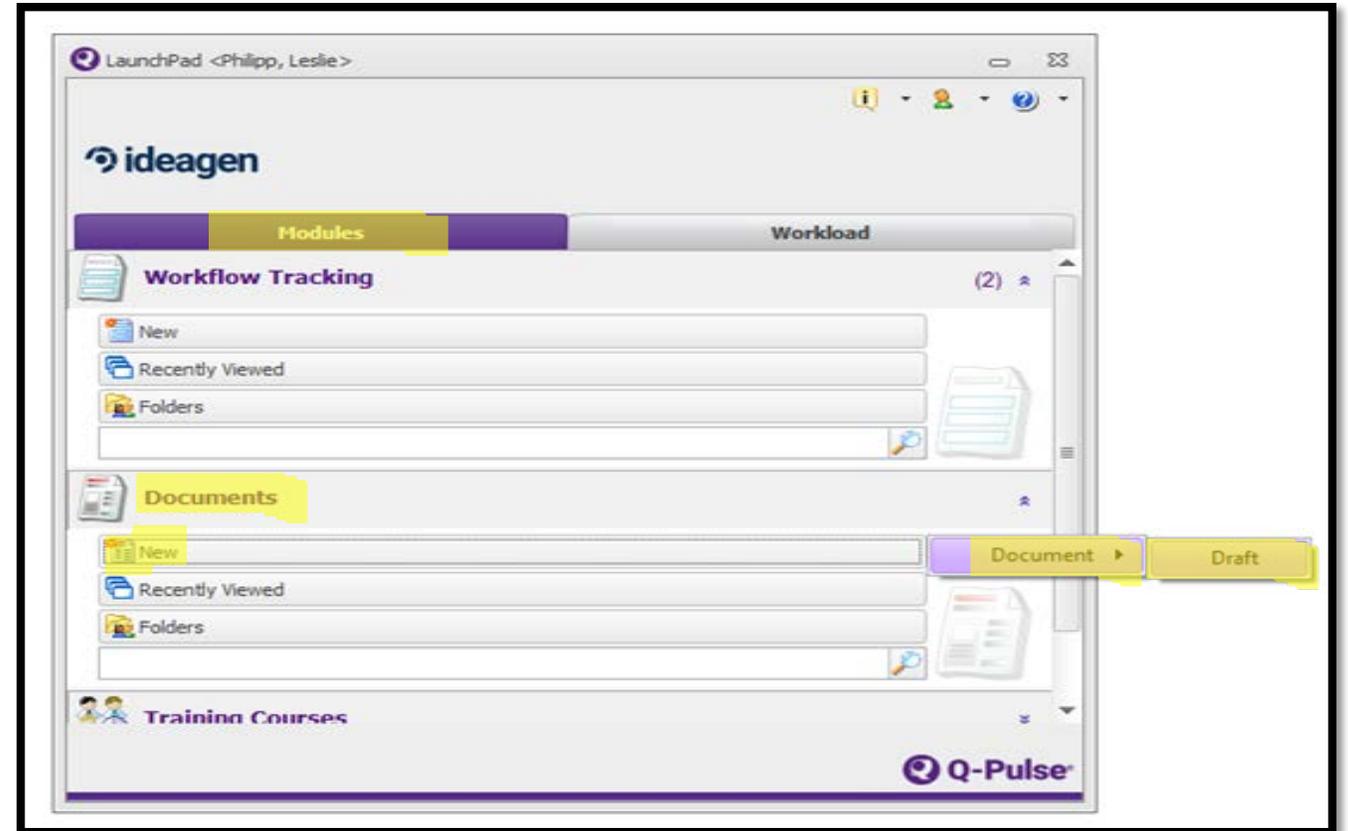
- Create a Draft Action in Q-Pulse.
- Title the Draft Action the Contractor's MAGIC ID Number and Company Name.

[MAGIC ID+space+Company Name]

Example:

Company ABC, Inc. → MAGIC 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