

Procurement Pathways



New Revised Handbook

Public Review & Comment Period

The MS ITS Procurement Department has worked to streamline and modernize the IT Procurement Handbook in alignment with the continuing work of the **P**rocurement **M**odernization **A**dvisory **C**ouncil and *House Bill 958-2025 Legislative Session*.

The new revised IT Procurement Handbook has been pared down from 215 pages to 94 pages, a 56% decrease. ITS procurement customers can expect to more easily locate and understand procurement requirements, see updates and clarifications to certain approval processes and ITS protest procedures.

How will the adoption of the new IT Procurement Handbook take place? The new proposed handbook was presented at the August 20, 2026, ITS Board meeting. A 90-day period of public review and comment is available on the MS ITS website Procurement Handbook page with a link to the following email - ITProcurementHandbook@its.ms.gov for feedback and comments.

Once this period has closed on Wednesday, November 18th a final

revised IT Procurement Handbook will be presented to the ITS Board once again. Should the ITS Board on November 19, 2026, move to approve this final version, the new IT Procurement Handbook will become effective on January 1, 2027.

Please take a moment to preview the new IT Procurement Handbook. The ITS Board and Procurement Department looks forward to the contribution of meaningful and constructive feedback and comments to this mission to better serve our state agencies, institutions, and constituents.

Find new revised Handbook on the [ITS Procurement Handbook](#) page.



YOUR INPUT. BETTER PROCUREMENT.
STRONGER SOLUTIONS.

REVIEW THE ITS PROCUREMENT HANDBOOK

The ITS Procurement Handbook is your guide to policies, processes, and best practices.

REVIEW
the updated handbook.

SHARE
your feedback and suggestions.

SHAPE
the future of ITS procurement.

ACCESS THE HANDBOOK & SUBMIT FEEDBACK:
ITProcurementHandbook@its.ms.gov

YOUR FEEDBACK MATTERS!
REVIEW TODAY. HELP IMPROVE TOMORROW.

Procurement Classroom

NEW Tech Plan Requirements



Find Information on Technology Plans in the ITS Procurement Handbook

Rule 3.3 Technology Plans - (new revised)

As a part of ITS' enterprise information technology planning obligations, agencies must submit and maintain current information technology plans in the format and on the schedule prescribed by ITS. This assists with ITS providing appropriate guidance on procurement of information technology by the State. *ITS approval for acquisitions of information technology will not be provided unless the specific acquisition is appropriately captured in the Agency's current technology plan. Due to the importance the Board places on technology planning, agencies without an ITS approved technology plan are not eligible for delegated procurement or contracting authority for information technology under these rules. (p. 10 new revised)*

A Complete Technology Picture Matters

Mississippi law requires state agencies, boards, and commissions to submit long-range information technology plans to ITS for review and approval.*

Agencies should strive for a complete and accurate representation of their technology environment by entering both:

- Active and ongoing technology projects
- Planned technology projects and activities for FY2027-FY2031

Plans should reflect the technology work the agency is currently undertaking or anticipates undertaking during the planning period -- not simply projects carried forward from the prior planning cycle.

The information submitted through TechPlan will be reviewed and used to support statewide technology planning, coordination, and optimization. Complete and timely agency information enables ITS to

- Identify statewide technology needs and investments
- Evaluate technology, modernization and cybersecurity priorities
- Assess potential infrastructure impacts
- Identify procurement and shared-service opportunities
- Support statewide technology budgeting and resource decisions
- Develop a more accurate picture of technology investments across Mississippi state government

*Read more about submitting your plan on page 3 of Procurement Pathways.

How-To Submit an Agency Tech Plan

1. Please review your agency's plan to ensure that all relevant active, ongoing, and planned technology projects and activities for FY2027–FY2031 are represented and current.
2. When submitting project entries, please provide enough detail to give a clear understanding of the project. The project description should help communicate what the agency is doing, why the project is needed, the value it is expected to provide, and where the project currently stands
3. The total amount for the projects entered in TechPlan should match or come close to matching the total entered in the agency's technology budget information section.
4. When completing all required MBR Budget Request Information fields, verify the information against your agency's submitted and approved State Agency's Budget Request MBR Forms.

The information for this section can be found in your agency's Legislative Budget Office Budget Request on Form MBR-1. [Budget Request Form Link](#)

I. A. PERSONAL SERVICE

1. Salaries, Wages & Fringe Benefits (Base)
 - a. Additional Compensation
 - b. Proposed Vacancy Rate
 - c. Per Diem

Total Salaries Wages & Fringe Benefits

2. Travel
 - a. Travel & Subsistence (In-State)
 - b. Travel & Subsistence (Out-of-State)
 - c. Travel & Subsistence (Out-of-Country)

Total Travel

B. CONTRACTUAL SERVICES (Schedule B)

1. Tuition, Rewards & Awards
 - a. Communication, Transportation & Utilities
 - b. Public Information
 - c. Rents
 - d. Repairs & Services
 - e. Fees, Professional & Other Services
 - f. Other Contractual Services
 - g. Data Processing
 - h. Other

Total Contractual Services

D. CAPITAL OUTLAY

1. Total Other Equipment (Schedule D-1)
2. Equipment (Schedule D-2)
 - a.
 - b. Road Machinery...
 - c. Office Machines, Furniture....
 - d. IS Equipment (Data Processing & Telecommunications)
 - e. Equipment - Lease Purchase
 - f. Other Equipment

Total Equipment (Schedule D-2)

INFORMATION TECHNOLOGY PLANNING METHODOLOGY FOR STATE AGENCIES

- **TechPlan:** <https://techplan.its.ms.gov/Pages/Login.aspx>
- **Questions, System Access or Training:** planning@its.ms.gov
- Pam Sinclair, CPM, PMP, Planning and BRM Manager
- 601-432-8206

Procurement Training Forecast

The ITS Procurement Department knows that keeping-up with procurement rules and regulations can be tricky. That's why new training modules are being designed to meet customer needs with flexible, frequent training options.

Stay tuned to November's Procurement Pathways for release information on how your IT procurement team can benefit from these new training modules.

