Use this form when the agency is certain of the services needed and can complete the specifications below. Obtain an RFP template if the agency shall require a vendor’s expertise to develop specifications.

# REQUEST FOR QUOTES



**TITLE**

**The Mississippi Department of Education**

**Office of Student Organizations**

**NAME OF ORGANIZATION**

**Please allow at least two weeks for responses**

**Bid Due Date: DATE**

**ATTENTION: DO NOT FORWARD PROCEDURES TO VENDORS!!**

**PROCEDURES FOR OBTAINING QUOTES**

**(MDE Staff Instructions)**

**$0 - $10,000 – Two competitive quotes and PO required**

**$****10,000.01 - $49,999 – Three competitive quotes, contract, and PO required**

**$50,000 - $75,000 – Public bid, contract, and PO required**

**$75,000+ - OPSCR approval required**

**Competitive Quote Procedures**

1. Check available budget.
2. Program office identifies the need for simple services.
3. Contact the Office of Procurement to assist with the development of the RFQuote, if needed.
4. Obtain an RFP template for complex technical services and for scopes of work for any project that occurs annually.
5. A Quote Form must be completed and submitted to the vendor at the initial contact.
	1. If services required are to be developed by a professional, an RFP is required.
6. Each vendor shall be emailed the questions and answers on the date specified on the quote form.
7. All questions must be answered, recorded and made available to all persons responding to the quote during the Q&A response period.
8. Bids or bid modifications are due on the due date specified on the quote form.
9. Any packet received incomplete shall be deemed non-responsive and shall not be considered for an award. (E.g. unsigned quote, unmet specifications, etc. )
10. No late bid or bid modification shall be considered for an award.
11. The responsive and lowest bid, meeting the required specifications, shall receive the award.
12. All requests submitted for processing must obtain the applicable competitive quotes.
13. All vendors must receive an award or non-award letter.
14. All corporations, LLC, etc. must be registered with the Secretary of State’s Office to do business with MDE. Sole proprietors are not required to register.
15. Request a PO within five (5) days of due date.

**$0 - $10,000**

1. Designee shall initial funds are available in budget.
2. The MDE quote form, vendor quote/bid and supporting documentation shall be reviewed and signed by the Bureau Director/designee **PRIOR** to submitting packet to the Office of Procurement.
3. Submit packet in the Purchasing portal for processing and PO assignment.
	1. Signature authority completed at the bottom of the **awarded vendor’s RFQ**
	2. Support attached e.g. vendor quote on letterhead, signed and dated
	3. If a justification memo is required, the memo must be clear, detailed, and specific as to the purchase request to ensure clarity and understanding for audit reviews.
4. The Office of Procurement shall review, assign a PO number, and forward packet to the assigned program contact.

**$10,000.01 - $49,999**

1. Email the awarded vendor a draft copy of the contract (to review STC) and all vendor forms required to submit a contract packet.
2. Upon receipt of vendor packet, complete a contract Justification Form attaching quotes/bids submitted by each vendor and all required documents for the Office of Procurement’s review.
3. Contract packet must be signed by the requesting office Chief Officer and/or Bureau Director PRIOR to submitting contract packet to the Office of Procurement.
4. Follow contract procedures found on the procurement webpage to assist with submitting a contract award packet for processing.

# Please note that words in red need to be replaced with black text or deleted.

**(Please contact the Procurement Office for scope assistance)**

The Mississippi Department of Education is soliciting quotes for the services identified below. A contract or purchase order (PO) shall be awarded to the offeror providing the lowest and responsive quote. The terms of the contract shall be a fixed price inclusive of all cost for services, payable upon successful completion of the work and 45 days upon receipt of an invoice. **If you are interested in submitting a quote, please provide a cost proposal with the requested information and a binding signature.**

Date of Release: Date

Awarding Office Name: Requesting office

Awarding Office Contact Name: Name

Service Type: Name of Service (MDE Staff Training)

Terms of Agreement: when all parties sign, July 1 or future date – June 30, 20XX

Questions concerning the quote should be sent to: [email address].

The deadline for submitting written questions by email is [day, date] at 5:00 p.m. Copies of all questions submitted and the responses shall be made available to each vendor on [day, date].

Please submit quotes by **5:00 p.m**. **day, month day, year** and email to **email@mdek12.org****.**

***Please attach a detailed cost proposal addressing the specifications, cost, and vendor information below.***

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Description/Scope** **Technical scope should complete an RFP/Q to evaluate factors.** | **Deliverable** **Cater as needed** |
| Motivational Speaking  | Session for 600 teachers to begin the new school year (2020). | May 5 - 8, 20208 – 5 p.m. daily |
| Topic required | Work Smarter Not Harder (2020)  | May 5 - 8, 20208 – 5 p.m. daily |
| Number of sessions  | Two (morning and afternoon) (2020) | May 5 - 8, 20208 – 5 p.m. daily |
| Location | Marriot Hotel Downtown Jackson MS (2020) | May 5 - 8, 20208 – 5 p.m. daily |

***VENDOR SECTION –****The following information* ***must*** *be included in cost proposal:*

Vendor/Company Name: \_\_\_\_ Vendor/Company Contact Name: \_\_\_\_ Address: \_\_\_\_ City: \_\_\_\_ State: \_\_\_\_

Telephone Number: \_\_\_ Quote Expiration, if applicable \_\_\_ Scope\_\_\_ Cost \_\_\_ *Authorized Signature \_\_\_ Date \_\_\_\_*

**MDE PROGRAM OFFICE USE**

**Student Organizations Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funds verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bureau Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE OF PROCUREMENT USE**

**Purchase Order Number Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**NEW VENDOR REGISTRATION GUIDANCE**

**Mississippi Accountability System for Government Information and Collaboration (MAGIC) Registration for NEW Vendors**

**Mississippi Suppliers (Vendors)**

If vendor is a **new supplier** and wish to do business with the State of Mississippi, click here to register:  [**Vendor Services**](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100). Listed below is a link that provides step-by-step instructions to register or assist the vendor with completing the entire registration process.

**The course below will explain how to register as a supplier for the State of Mississippi.**

[**LOG800 Supplier Registration Course**](http://uperform.magic.ms.gov/gm/folder-1.11.8539?originalContext=1.11.8507)

Payment cannot be issued **for NEW contractors** until the supplier registration process is completed in MAGIC