Revised 04/1/2023

THE OFFICE OF PROCUREMENT DESIGNATED

CONTRACT/GRANT/PURCHASING PORTALS

The Office of Procurement has implemented the portal processes to allow MDE staff easier access submitting procurement related items. Please review the purchasing, contract, grant, and technology webpages for guides, forms, templates, and deadlines related to the packet submissions below.

Please follow the steps below:

# CONTRACT/GRANT SOLICITATION PACKETS:

* Program office shall submit a complete contract/grant packet, in accordance with procurement guidelines, to [grantsandcontracts@mdek12.org](mailto:grantsandcontracts@mdek12.org)
* The subject line shall reference:
  + the program name (may use an acronym e.g. OP),
  + the services requested
* Attach the ***Word*****version** of the **solicitation and rubric**
* Attach **PDF version** of the **Submission Form** (Signed)
* All other documents can be submitted as one PDF document
  + Facilitation Agreement
  + Tentative Timeline

# CONTRACT/GRANT AWARD PACKETS:

* Program office shall submit a complete contract/grant packet, in accordance with procurement guidelines, to [grantsandcontracts@mdek12.org](mailto:grantsandcontracts@mdek12.org)
* The subject line shall reference:
  + the program name (may use an acronym e.g. OP),
  + the vendor/service name (for multiple agreements “various”)
* Attach the ***Word* version** of the unsigned **contract/grant agreements**
* Attach the ***Word* version** of the **board item**, if applicable
* Attach **PDF version** of the **Justification Form** (Signed)
* Attach list detailing the number of proposals received, rejected, etc., if applicable
* Attach the MDE Request for Quote, if applicable
* Attach a vendor bid/quote, if applicable
* All other documents can be submitted as one PDF document

***NOTE*** *- Program office shall submit documents (e.g. analyst requests, final signatures, etc.)* ***directly to the assigned analyst*** *processing the packet via email and only copy the Director, if an immediate action is required.*

**METHODOLOGY**

* Program office shall submit a complete methodology packet, in accordance with procurement guidelines, to [grantsandcontracts@mdek12.org](mailto:grantsandcontracts@mdek12.org)
* The subject line shall reference:
  + the program name (may use an acronym e.g. OP),
  + Methodology Approval or *Revision*
* Attach the ***Word* version (s)** of the board item
  + *Attach the current approved Methodology*
  + *Attach a tracked version of changes*
  + *Attach a clean copy of the board item to be approved*
* Attach **PDF version** of the **Submission Form** (Signed)

# FOOD AND SPACE REQUESTS:

* Program office shall submit a complete contract/grant packet, in accordance with procurement guidelines, to [purchasingrequests@mdek12.org](mailto:purchasingrequests@mdek12.org)
* The subject line shall reference:
  + the program name (may use an acronym e.g. OP),
  + the vendor/meeting name
* Attach Food and Space Form in PDF (Signed)
* All documents can be submitted as one PDF document
  + Food and/or Space for Business Meeting Form
  + MDE Quote Form
  + Vendor Response
  + Q&A, if applicable
  + Vendor Agreements, if applicable
  + Vendor Addendum
  + Other support

**PROCUREMENT CARD REQUESTS**

* Program office shall submit a complete State Procurement Card Cardholder Agreement, in accordance with procurement guidelines to [purchasingrequests@mdek12.org](mailto:purchasingrequests@mdek12.org)
* The subject line shall reference:
  + the program name (may use an acronym e.g., OP),
  + Procurement Card Program
* Attach State Procurement Card Cardholder Agreement (signed)

**PROCUREMENT CARD LOG**

* Program office shall submit a complete Procurement Card Log, in accordance with procurement guidelines, to [purchasingrequests@mdek12.org](mailto:purchasingrequests@mdek12.org)
* The subject line shall reference:
  + the program name (may use an acronym e.g., OP),
  + Procurement Card Program
* Attach State Procurement Card Log (signed)
* All documents can be submitted as one PDF document:
  + Card log
  + Copy of credit card statement
  + Receipts
  + Justification/Support, if required

**SHOPPING CART ROUTING FORM**

* Program office shall submit a complete Shopping Cart Routing Form, in accordance with procurement guidelines, to [purchasingrequests@mdek12.org](mailto:purchasingrequests@mdek12.org)
* The subject line shall reference:
  + the program name (may use an acronym e.g., OP),
  + Shopping Cart
* Attach complete Shopping Cart Routing Form (signed)

# TECHNOLOGY:

# Program office shall submit all technology requests and the below supporting documents in accordance with technology guidelines to [technologyrequests@mdek12.org](mailto:technologyrequests@mdek12.org)

# IT Plan

# Project or Modification Description Form, if applicable

# Specifications requested, if applicable (e.g., internet documentation, etc.)

# For contract modifications, attach the current ITS contract, CP-1, and SBE board item approval

# For renewals, attach the CP-1 for current services, ITS contract, SBE board item approval

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# PURCHASING:

* Program office shall submit all applicable purchasing requests and supporting documents via Shopping Cart in MAGIC and in accordance with [purchasing procedures](https://www.mdek12.org/op/purchasing)
* Program office shall submit **PO Change Forms, technology PO requests, Food and Space, and Procurement Card Logs** to  [purchasingrequests@mdek12.org](mailto:purchasingrequests@mdek12.org)
* **For Student Organizations only**, email all purchasing requests for processing to [purchasingrequests@mdek12.org](mailto:purchasingrequests@mdek12.org)