**QUOTE FOR (DFA) STATE CONTRACT ITEMS**

**Use this form for State Contract items that will not automatically populate to the MAGIC Shopping Cart!**

# REQUEST FOR QUOTES



**Submission Due Date: Date Due**

**By submitting a BID, the Offeror certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.**

**ATTENTION: DO NOT SEND OUT PROCEDURES TO VENDORS**

**PROCEDURES FOR OBTAINING QUOTES (BIDS)**

**(MDE Staff Instructions)**

***Programs purchasing from the*** [***“State” competitive contract approved vendor***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/competitive-contracts/) ***must utilize the procedures below.***

1. Identify a Need - Office/School identifies items required (office supplies, furniture, equipment, commodities, etc.), quantity, specification and product number, if applicable on the Quote Form.
2. Check available budget.
3. Review State Approved Contract.
4. Complete a Request for Quote Form to email to vendor.
5. Any questions emailed from the vendor must be answered by email.
6. Bids are due on the date specified on the quote form.
7. No late bid shall be considered for an award.
8. The vendor shall provide the state approved contract number, contract list of approved products and prices (highlighted) by DFA as support.
9. Use the State approved contract supplier number when creating the shopping cart.
10. Upload the RFQuote, vendor bid (spreadsheet), and supporting documentation in the shopping cart and submit to the Office of Procurement for review and purchase order processing.

***Programs purchasing from the*** [***Negotiated “convenience”,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/) [***Statewide Agency,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/statewide-agency-contracts/)[***Cooperative***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/cooperative-contracts/) ***contracts or internet orders must utilize the procedures below.***

**MDE Thresholds:**

**0 - $5,000 – One quote (preferably two to promote Open Competition)**

**$5,000 - $50,000 – Two Quotes (required)**

**$50,000.01 + - Two or more Quotes OPTFM approval required**

**QUOTE PROCEDURES - ($5,000 +)**

1. Identify a Need - Office/School identifies items required (office supplies, furniture, equipment, commodities, etc.), quantity, specification and product number, if applicable on the Quote Form.
2. Check available budget.
3. Office supplies must be selected on the competitive State contract.
4. If supplies are not found on competitive State contract then a selection can me allowed on negotiated, statewide, cooperative contracts or internet orders.

**State Contract -** [***Negotiated “convenience”,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/) [***Statewide Agency,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/statewide-agency-contracts/)[***Cooperative***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/cooperative-contracts/)

1. Complete a Request for Quote Form (RFQ) and email the form to vendors
2. Each vendor solicited must receive the exact same specification.
3. Any questions emailed from the vendor must be answered by email and shared with all vendor receiving the RFQ.
4. Bids are due on the date specified on the quote form.
5. No late bid shall be considered for an award.
6. The State contract vendor shall provide the DFA contract number, highlight the requested products and prices as procured by DFA to upload in shopping cart as support.
7. If a competitor’s bid is required, please complete a RFQ for a NON-State Vendor
8. The NON-State vendor receiving the award shall provide a quote on the vendor’s letterhead to include, the vendor’s name/company, products, cost less than approved state contract, contact name and telephone number.
9. Use the State approved contract supplier number when creating the shopping cart.
10. Upload all vendor bids as support documentation in the shopping cart and submit a shopping cart to the Office of Procurement for review and processing.

**Internet Orders -** [***Negotiated “convenience”,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/) [***Statewide Agency,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/statewide-agency-contracts/)[***Cooperative***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/cooperative-contracts/)

1. Review product on internet, copy item to be purchased, and upload copy in shopping cart to support cost.
2. For any cost exceeding $5,000 requires a competitive quote.



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

**(Please contact the Procurement Office for questions)**

The Mississippi Department of Education is soliciting quotes for the items identified below. The award shall be offered to the vendor providing the lowest quote. The terms of the bid shall be a fixed price to include shipping cost, delivery and installation of commodity, if applicable and payable upon receiving acceptable items and submission of an invoice.

***PLEASE REVIEW AND CHOOSE APPROPRIATE VENDOR REQUEST!!***

**State “Competitive” Vendor**

*If you are interested in submitting a quote, please* ***highlight the applicable items below on the Mississippi State Approved Contract Price List, attach a signed quote to include the supplier number on the company’s letterhead, and submit quote with this form. The requested information below must be emailed to the contact person below.***

[***Negotiated “convenience”,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/) [***Statewide Agency,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/statewide-agency-contracts/)[***Cooperative***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/cooperative-contracts/)

*If you are interested in submitting a quote* ***highlight the applicable items below on the Mississippi State Approved Contract Price List, attach a signed quote to include the supplier number, unit cost, total cost, date, address, contact name, telephone number, and an authorized signature on the company’s letterhead. The requested information below must be emailed to the contact person below.***

***MDE shall complete the following information:***

Date of Release: Date sent to vendor

Awarding Office Name: Requesting office/school

Contact Name: Name

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **State Contract Item Name** | **State Contract Item # or Model #** | **Quantity** | **Specification(s)/Item Description** | **Unit Cost** | **Total**  **Cost** |
| Computer Carrying Case |  | 2 | Black with rolling wheels , mesh materials, outlined in red boarder. |  |  |
| In Living Color Book |  | 1 | Hard bound cover |  |  |
| Bookcase |  | 1 | Blue, red or black color |  |  |

Contact Email: [email@mdek12.org](mailto:email@mdek12.org)

Questions concerning the quote should be sent to the contact email above.

**Delete highlighted below if sending quote to one vendor.**

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 by email on [day, date]. Please submit quotes by 5:00 p.m. **day, month day, year** and email to the contact email above.