

**PURCHASING PROCEDURES FOR SHOPPING CART**

All purchases for office supplies should be purchased from the competitive state contract or the Mississippi Industries for the Blind (MIB), any deviation from the state contract or MIB will require a written justification. Prior to submission to the procurement office for processing, the justification memo shall be authorized by the *Chief Officer and Procurement Director* and include detailed information as to why the item(s) on the competitive contract or MIB will not meet the needs of the program. Please be advised preference, brand, or price are not a deciding factor when utilizing the competitive contract or MIB as reasons for not purchasing on the competitive state contract. Each request will be reviewed on a case-by-case basis to ensure the justification does not circumvent normal purchasing procedures. Click on the link below to review each state contract type at your convenience: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/contracts/>

Also, as discussed in the Procurement Training, the applicable vendor Request for Quote Forms are provided on Procurement’s website for Purchasing (commodities) and Bid Checklist and Forms (services). The Request for Quote Form is designed to make certain vendors receive the same information to ensure competitiveness, fairness, and transparency. The forms may be modified to include additional requirements or provide specific instructions only. Please contact the purchasing office if you have questions.

**For Purchases on Competitive Contract**

* Select items in MAGIC to purchase.

**For Purchases on Cooperative and Negotiated contracts**

* Visit the vendor’s website, create a cart, click on items to purchase, and upload a picture of the items to the Notes and Attachment section in MAGIC. Do not include items that will not be purchased.
* Complete MAGIC entries for a Shopping Cart to purchase items.
* In Shopping Cart internal notes, if applicable, **justify as to why the item(s) on the competitive contract will not meet the needs of the program**.
* Submit a Shopping Cart to the Office of Procurement for processing.

**For Non-State Contract Items**

* The MDE Request for Quotes Form with the list of items required shall be emailed to the vendor.
* For competitive quotes, the MDE Request for Quotes Form with the list of items required shall be emailed to each vendor.
* Answers to vendor questions shall be compiled in a question and answer document, if applicable.
* The Q&A document shall be emailed to each vendor on the date specified on the Request for Quote Form, if applicable.
* The vendor response (quote) on vendor’s stationary/letterhead, signed and dated and pricing for the list of items shall be received on the date specified on the MDE Request for Quote.
* Specifications for all responses shall be reviewed to ensure each vendor were responsive and responsible.
* Award is made to the lowest quote meeting specifications requested.
* Complete MAGIC entries for a Shopping Cart to purchase items.
* The MDE Request for Quote/ vendors responses (on vendor’s stationary/letterhead, signed and dated), Q&A document, and W-9 must be uploaded to the Notes and Attachment Tab in MAGIC.
* Upload in MAGIC Notes and Attachments Tab, the winning response in a single PDF document and **uncheck box under “Visibly Internally Only”.**
	+ The competitive response documents obtained during the process shall be uploaded in separate single PDF document and **check box under “Visibly Internally Only”.**
* Route Shopping Cart to the applicable internal reviewers and approvers for your office.
* Submit Shopping Cart request to the Office of Procurement for processing.

**For Internet Orders -**

**●** Visit the vendor’s website to review products.

* Create a cart, click on items to purchase, and save the item description and picture.
* Upload the picture of each item to the Notes and Attachment section in MAGIC.

● Add each line item in the Shopping Cart.

* Route Shopping Cart to the applicable internal reviewers and approvers for your office.
* Submit Shopping Cart request to the Office of Procurement for processing.