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

# REQUEST FOR QUOTES



**TITLE**

**The Mississippi Department of Education**

**PROGRAM OFFICE**

**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**

**Quote Procedures**

1. Check available budget.
2. Program office identifies the need for off-the-shelf services.
3. Contact the Office of Procurement directly for assistance, if needed to ensure scope of work is complete per the services required.
4. Obtain an IFB template for scopes of work for any project that occurs annually.
5. A Quote Form should be completed and submitted to the vendor at the time of initial contact.
	1. If services required are only known by a professional, an IFB is required.
6. If a walk-through is required, if necessary, to make certain vendors are aware of the requested scope of services.
7. ALL vendors must be available on the same date and time.
8. Vendors that do not attend the walk-through shall not be considered for an award. (Contact more than two vendors to ensure the agency completes a competitive process)
9. For competitive quotes, all questions must be answered, recorded, and made available to all persons responding to the quote during the Q&A response period.
	1. Each vendor shall be emailed the questions and answers on the date specified on the quote form.
10. Vendors must observe and meet the requirements of the RFQ in its entirety without MDE intervention.
11. Bids or bid modifications are due on the due date specified on the quote form.
12. Any packet received incomplete shall be deemed non-responsive and shall not be considered for an award. (E.g. unsigned quote, unmet specifications, etc. )
13. No late bid or bid modification shall be considered for an award.
14. The responsive and lowest bid, meeting the required specifications, shall receive the award.
15. All requests submitted for processing must obtain the applicable competitive quotes.
16. All vendors must receive an award or non-award letter.
17. 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.
18. Request the PO within five (5) days of due date.

**$0 -$10,000**

1. All requests, with exception of equipment, must be submitted to the Office of Procurement for processing via shopping cart (MAGIC).
2. Search the supplier in MAGIC to retrieve the vendor number when creating the shopping cart.
3. The RFQuote Form, the **signed bid/quote** on company letterhead, and supporting documents must be uploaded into the Notes and Attachment section in shopping cart.
4. 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.

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

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 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 to submit a packet for processing.
5. To request a PO, please review Shopping Cart Procedures for a Contract.

**Please note that words in RED need to be replaced with black text or deleted.**

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

**SAMPLE QUOTE**

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 best quote. The terms of the contract shall be a fixed price, inclusive of all cost, 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 Contact/Release: Date of Release

Awarding Office Name: Requesting office

Awarding Office Contact Name: Name

Service Type: Name of Service (ex. Paint Service)

Terms of Agreement: When all parties sign, July 1, or future date – June 30, XXXX

Walk-through Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_a.m./p.m.(at least 4 days after emailing quote, if applicable)

***If a walk-through date and time is scheduled and is missed by the vendor/company, the quote request shall become null and void.* (Delete if no walk-through is scheduled)**

Questions concerning the quote should be sent to: [email address]. (Q&A due date must be after the walk-through, if required.)

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 cost proposal by **5:00 p.m.** **day, month day, year** and email to **email@mdek12.org****.** (time must be far enough to submit cost proposal after walk-thru)

|  |  |  |
| --- | --- | --- |
| **Requirements**  | **Description** **Please cater chart as needed** | **Deliverable****Delete column if not needed** |
| Professional painting services  | Paint two walls all white with blue trim in a room space 20x20. Labor cost per painter | January 15 |
| Paint and supplies  | Paint, paint brushes, buckets, tape, floor cloths, etc. |  n/a |
| Break down and clean-up |  Furniture moved and returned to original placement, remove paint spills, and wall decoration |  February 10 |

***Please submit a detailed cost proposal addressing the specifications, cost, and vendor section below.***

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

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

Telephone Number: \_\_\_ Scope\_\_\_ *Vendor Authorized Signature:* \_\_\_\_ Date: \_\_\_\_

**Does the prospective contractor have a current contract with the Mississippi Department of Education?**

**Yes ( ) or No ( ) If yes, please provide the name and dates of current service in the space below.**

**Name of Service Begin and End Dates of Service**

Upon review of the current contract for services, the MDE, at its discretion may not consider this service for an award if limitations and/or conflicts exists. The lowest bidder thereafter will be considered for the award.

**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)