

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](#), and [grant](#) webpages for guides, forms, templates, and deadlines related to the packets 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
- 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 in a separate 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
- 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 **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.
- All other documents can be submitted in a separate 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 copy the Office 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
- 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
- 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

TECHNOLOGY

- Program office shall submit a complete technology packet, in accordance with technology procedures
- The subject line shall reference:
 - the program name (may use an acronym e.g., OP),
 - the vendor/service name
- Attach **PDF version** of the signed Technology Purchase Request Form (TPR)
- All other documents can be submitted in a separate PDF document

PURCHASING:

- Program office shall submit all **service contract, purchasing requests and supporting documents** via Shopping Cart in MAGIC and in accordance with [purchasing procedures](#)
- Program office shall submit **equipment PO requests, PO Change Forms, and Procurement Card Logs** to purchasingrequests@mdek12.org
- **For Student Organizations only**, email purchasing requests for processing to purchasingrequests@mdek12.org

Equipment Note: Technology, vehicles, assets,