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

# REQUEST FOR QUOTES



**TITLE**

**The Mississippi Department of Education**

**OFFICE/SCHOOL**

**ADDRESS**

**Contact: NAME**

**Date of Release: DATE**



# 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 services identified below. The contract shall be awarded to the offeror providing the lowest and responsive quote. The terms of the contract shall be a fixed price inclusive of all cost for services, payable upon successful completion of the work and submission of an invoice. **If you are interested in submitting a quote, please provide a cost proposal with the following information and a binding signature:**

Date of Release:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Awarding Office Name: Requesting office

Awarding Office Contact Name: Name

Service Type: Name of Service (MDE Staff Training)

Terms of Agreement: when all parties sign – June 30, 20XX

Questions concerning the quote should be sent to: [email address].

**Delete highlighted below if sending 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 on [day, date]. Please submit quotes by 5:00 p.m. **day, month day, year** and email to [**email@mdek12.org**](mailto:email@mdek12.org)**.**

*Vendor/Company must provide information below:*

Vendor/Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor/Company Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Description/Scope**  **Technical scope should complete an RFP/Q to evaluate factors.** | **Deliverable**  **Cater as needed** |
| Motivational Speaking | Session for 600 teachers to begin the new school year (2020). | May 5 - 8, 2020  8 – 5 p.m. daily |
| Topic required | Work Smarter Not Harder (2020) | May 5 8, 2020  8 – 5 p.m. daily |
| Number of sessions | Two (morning and afternoon) (2020) | May 5 - 8, 2020  8 – 5 p.m. daily |
| Location | Marriot Hotel Downtown Jackson MS (2020) | May 5 - 8, 2020  8 – 5 p.m. daily |
| Total |  | $ |

***Please attach a detailed cost proposal addressing the specifications on office letterhead.***

**ATTENTION: DO NOT FORWARD PROCEDURES TO VENDORS!!**

**PROCEDURES FOR OBTAINING QUOTES**

**(MDE Staff Instructions)**

**Quote Procedures**

1. Check available budget.
2. Program office identifies the need for off-the-shelf services.
3. Obtain an RFP template for technical services and for scopes of work for any project that occurs annually.
4. A Quote Form should be completed and submitted to the vendor based upon services required and known by the office.
   1. If services required are to be developed by a professional, an RFP is required.
5. All questions must be answered, recorded and made available to all persons responding to the quote during the Q&A response period.
6. Each vendor shall be emailed the questions and answers on the date specified on the quote form.
7. Bids or bid modifications are due on the due date specified on the quote form.
8. No late bid or bid modification shall be considered for an award.
9. The responsive and lowest bid, meeting the required specifications, shall receive the award.
10. All vendors must receive an award or non-award letter.
11. 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.
12. Email the awarded vendor a draft copy of the contract (to review STC) and all vendor forms required to submit a contract packet.
13. Upon receipt of vendor packet, complete a contract Justification Form attaching all required documents for the Office of Procurement’s review.
14. 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.
15. Follow procedures to submit a packet for processing.