# REQUEST FOR QUOTES



**Name of Meeting**

**Bid Due Date: DATE**

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

**PROCEDURES FOR OBTAINING QUOTES**

**(MDE Staff Instructions)**

MDE Thresholds:

0 - $5,000 – One quote

Over $5,000 – Two Quotes

Over $50,000 – Three Quotes

**QUOTE PROCEDURES - ($0-$5,000)**

If program has reached a *cumulative total*, within a fiscal year for one vendor, a competitive quote is required for processing.

**QUOTE PROCEDURES - ($0-$5,000)**

1. Identify a Need - Office identifies items required
2. Check available budget.
3. Contact the Office of Procurement for assistance developing the specifications, if needed.
4. Vendor solicited must receive a RFQuote Form with specification.
5. Please refrain from using the same vendor.
6. The RFQ shall be submitted to the vendor by email only.
7. Identify food and space required in detailed (e.g., participants, audio, lighting, dates, snack/mealtime, etc.)
8. Any questions emailed from the vendor **must** be answered by email. Submit emails with request packet.
9. Bids are due on the date specified on the RFQuote form.
10. Any cost outside of food and space must be awarded for contractual services (e.g., labor, security, etc.)
11. Vendors must observe and meet the requirements of the RFQ in its entirety without MDE intervention.
12. Any packet received incomplete shall be deemed non-responsive and shall not be considered for an award.
13. No late bid shall be considered for an award.
14. The RFQuote Form sent to vendor(s) and the **signed bid/quote** on company letterhead must be submitted for processing.
15. 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.
16. Upload the packet any other supporting documentation, if applicable, to the purchase portal for processing.

**COMPETITIVE QUOTE PROCEDURES – ($5,000.01 - $50,000)**

1. Identify a Need - Office identifies food and space required.
2. Check available budget.
3. Contact the Office of Procurement for assistance developing the specifications, if needed.
4. Each vendor solicited must receive the exact same specification.
5. The RFQ must be submitted to vendors by email.
6. Identify food and space required (e.g. quantity, specifications, and dates)
7. Each vendor solicited shall receive the exact same specification.
8. Any cost outside of food and space must be awarded for contractual services (labor, security, lighting, etc.)
9. Vendors must observe and meet the requirements of the RFQ in its entirety without MDE intervention
10. Any questions emailed from vendor(s) must be recorded, complied, and made available during the Q&A response period. Within one or two days of the deadline date, compile, and answer each vendor question.
11. Each vendor shall be emailed all questions and answers on the date specified on the quote form.
12. Bids or bid modifications are due on the date specified on the quote form, no exceptions.
13. No late bid or bid modification shall be considered for an award.
14. The RFQuote Form sent to vendor(s) and the **signed bid/quote** on company letterhead must be submitted for processing.
15. The responsive, responsible, and lowest bid meeting the required specifications shall receive the award.
16. A justification memo is required with all requests, the memo must be clear, detailed, and specific as to the purchase request to ensure clarity and understanding for audit reviews.
17. Upload any other supporting documentation, if applicable, to the purchasing portal.
18. All requests submitted for processing must have the applicable competitive quotes.
19. All vendors must receive an award or non-award letter/email.



# 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 a meeting as identified below. The offeror providing the lowest quote meeting the specifications shall be awarded. *Labor charges or fees are prohibited and shall not be included on this response form. Any personal or professional services required must sign an MDE contract for services agreement.* The terms of the award will be payable upon completion of the meeting and 45 days upon receipt of an invoice. **If you are interested in submitting a quote, please review the specifications below and attach an agreement and/or Banquet Order (BO) to consider.**

Release Date: Date Released

Awarding Office Name: Requesting office

Awarding Office Contact Name: Name

Terms of Agreement: Date(s) of meeting

Expected Attendance: Number

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

Venue/Company Name \_\_\_ Address \_\_\_ Contact Number\_\_\_\_ Telephone Number \_\_\_ Specifications \_\_\_\_

Cost \_\_\_\_\_\_ *Vendor Authorized Signature* \_\_\_\_ *Date* \_\_\_\_

***NOTE:*** *Vendors are required to identify* ***space*** *for function area(s) required, submit* ***rates for rental,*** *and cost for* ***food/***

 ***beverage*** *solicited****.***

|  |
| --- |
| **Space**  |
| **\*Function Area Required****\*\*Adjust chart as needed\*\*** | ***\*Est.*****Attendance** | **\*Time****Reserved** | **\*Date** | ***Other*** |
| **Setup – All Areas** | **Flow** | **1pm – 5pm** | **July 3, 1999** |  |
| **Exhibit Area** | **500** | **8am-5pm** | **July 4-6, 1999** |  |
| **General Session** | **150** | **8am-6pm** | **July 4, 1999** |  |
| **Breakouts (3 Rms)** | **15 per room** | **10am – 4pm** | **July 5-6, 1999** |  |
| **Food** |
| **Continental Breakfast** | **500** | **8am-10am** | **July 4-6, 1999** |  |
| **Lunch – Plated/Buffet** | **500** | **12pm – 1:30pm** | **July 5-6, 1999** |  |
| **Afternoon Snacks** | **500** | **3pm-4pm** | **July 4-6, 1999** |  |
| **Equipment**  |
| **Audiovisual equipment, Microphones, and Wi-Fi for General Session and all Breakouts**  | **N/A** | **7am-5pm** | **July 4-6, 1999** |  |
|  |  |  |  |  |

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

**Delete highlighted info below if quote is NOT competitive (below $5K).**

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 quote response via email to **yourname@mdek12.org**by **5:00 p.m.** **day, month day, year.**

CAREER AND TECHNICAL EDUCATION USE

**Please provide the current fiscal year (FY) cumulative award total for the above vendor $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Organizations Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funds verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bureau Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE OF PROCUREMENT USE**

**Purchase Order Number Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**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)

Payment cannot be issued **for NEW contractors** until the supplier registration process is completed in MAGIC.