**QUOTE FOR (DFA) STATE CONTRACT ITEMS**

**Use this form for State Contract items that will not automatically populate to the MAGIC Shopping Cart!**

# REQUEST FOR QUOTES



**Please allow at least two weeks for responses**

**Submission Due Date: Date Due**

**By submitting a BID, the Offeror certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.**

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

**PROCEDURES FOR OBTAINING QUOTES (BIDS)**

**(MDE Staff Instructions)**

***Programs purchasing from the*** [***“State” competitive contract approved vendor***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/competitive-contracts/) ***must utilize the procedures below.***

1. Identify a Need - Office/School identifies items required (office supplies, furniture, equipment, commodities, etc.), quantity, specification and product number, if applicable on the Quote Form.
2. Check available budget.
3. Review State Approved Contract.
4. Shopping Cart should be the preferred method for purchasing items.
5. If utilizing a manual process for non-state items, complete a Request for Quote Form (specifications and all required info) to email to vendor.
6. Any questions emailed from the vendor must be answered by email. Emails must be attached to packet.
7. The vendor shall provide the state approved contract number, contract list of approved products and prices (highlighted) by DFA as support.
8. Use the State approved contract supplier number when creating the shopping cart.
9. Upload the RFQuote sent to the vendor, vendor bid (spreadsheet), and supporting documentation in the shopping cart Notes and Attachments section and submit to the Office of Procurement for review and purchase order processing.
10. Request a PO within five (5) days of the due date.

***Programs purchasing from the*** [***Negotiated “convenience”,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/) [***Statewide Agency,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/statewide-agency-contracts/)[***Cooperative***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/cooperative-contracts/) ***contracts or internet orders must utilize the procedures below.***

**MDE Thresholds:**

**$0 - $5,000 – One quote**

**$5,000.01 - $50,000 – Two competitive quotes**

**$50,000.01 - $75,000 – Three competitive Quotes**

**$75,000.01 + - OPTFM approval required**

**QUOTE PROCEDURES -**

1. Identify a Need - Office/School identifies items required (office supplies, furniture, equipment, commodities, etc.), quantity, specification, and product number, if applicable on the Quote Form.
2. Check available budget.
3. Office supplies must be selected on the Competitive State contract.
4. If supplies are not found on competitive State contract, then a selection can be made on negotiated, statewide, or cooperative contracts.

**State Contract -** [***Negotiated “convenience”,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/) [***Statewide Agency,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/statewide-agency-contracts/)[***Cooperative***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/cooperative-contracts/)

1. Contact the Office of Procurement if assistance is needed with completing the Request for Quote Form (RFQ).
2. Shopping Cart should be the preferred method, if applicable.
3. Complete the RFQuote Form below and email the form to vendors for non-state items
4. Each State vendor solicited must receive the exact same specification.
5. Any questions emailed from the vendor must be answered by email and shared with all vendor receiving the RFQ. Copy of email must be submitted with packet.
6. Vendors must observe and meet the requirements of the RFQ in its entirety without MDE intervention.
7. Bids are due on the date specified on the quote form.
8. All requests submitted for processing **must** obtain the applicable competitive quotes.
9. No late bid shall be considered for an award.
10. The State contract vendors shall provide the DFA contract number, highlight the requested products and prices as procured by DFA to upload in shopping cart as support.
11. Use the State approved contract supplier number when creating the shopping cart.
12. Upload the RFQ sent to vendors, emails, and all vendor bids as support documentation in the shopping cart Notes and Attachment section and submit a shopping cart to the Office of Procurement for review and processing.

**Internet Orders -** [***Negotiated “convenience”,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/) [***Statewide Agency,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/statewide-agency-contracts/)[***Cooperative***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/cooperative-contracts/)

1. Review vendor products on internet, copy item to be purchased, and upload the copy and competitors copy in shopping cart to support cost. The vendor providing the lowest price for the product requested will receive the award.

# 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 items identified below. The award shall be offered to the vendor providing the lowest quote. The terms of the bid shall be a fixed price to include shipping cost, delivery and installation of commodity, if applicable and payable upon receiving acceptable items and 45 days upon receipt of an invoice.

[***Negotiated “convenience”,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/) [***Statewide Agency,***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/statewide-agency-contracts/)[***Cooperative***](https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/cooperative-contracts/)

*If you are interested in submitting a quote* ***highlight the applicable items below on the Mississippi State Approved Contract Price List, attach a signed quote to include the supplier number, unit cost, total cost, date, address, contact name, telephone number, and an authorized signature on the company’s letterhead. The requested information below must be emailed to the contact person below.***

***MDE shall complete the following information:***

Date of Release: Date sent to vendor

Awarding Office Name: Requesting office

Contact Name: Name

Contact Email: email@mdek12.org

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| --- | --- | --- | --- |
| **State Contract Item Name** | **State Contract Item # or Model #** | **Quantity** | **Specification(s)/Item Description** |
| Computer Carrying Case  | 3622 | 2 | Black with rolling wheels , mesh materials, outlined in red boarder. |
| In Living Color Book | 5875 | 1 | Hard bound cover  |
| Bookcase | 9992 | 1 | Blue, red or black color  |

Questions concerning the quote should be sent to the contact email above.

**Delete highlighted below if sending quote 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 by email on [day, date]. Please submit quotes by **5:00 p.m**. **day, month day, year** and email to the contact email above.