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# REQUEST FOR QUOTES



**The Mississippi Department of Education**

**STUDENT ORGANIZATIONS**

**Name of Organization**

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

**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**

**$2,500.01 - $50,000 – Two Competitive Quotes**

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

**$75,000.01+ – Public Bid**

**COMPETITIVE QUOTE PROCEDURES**

1. Identify a Need - Office 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. Contact the Office of Procurement to assist with completing the RFQ Form, if needed.
4. Complete the RFQuote Form as required.
5. Office identifies items required, quantity, specification, and product number, if applicable
6. Each vendor solicited shall receive the exact same specification.
7. The RFQ must be submitted to vendors by email at the initial contact.
8. Vendors must observe and meet the requirements of the RFQ in its entirety without MDE intervention
9. Any questions emailed from vendor(s) must be recorded and made available during the Q&A response period. Within one or two days of the question deadline date, compile and answer each vendor’s question.
10. Program shall email each vendor the questions and answers on the date specified on the quote form.
11. Request email delivery and read receipt.
12. Bids or bid modifications are due by the bid due date specified on the quote form, no exceptions.
13. No late bid or bid modification shall be considered for an award if received after the bid due date and time.
14. Any packet received incomplete shall be deemed non-responsive and shall not be considered for an award. (E.g. unsigned quote, unmet specifications, etc. )
15. The responsive, responsible, and lowest bid meeting the required specifications shall receive the award.
16. All requests submitted for processing must obtain the applicable competitive quotes.
17. All vendors must receive an award or non-award letter/email.
18. *Email* ***ALL*** *equipment request packets to the Purchasing Portal for processing.*
19. Designee shall initial funds are available in budget.
20. The MDE quote form, vendor quote/bid and supporting documentation shall be reviewed and signed by the Bureau Director/designee **PRIOR** to submitting packet to the Office of Procurement.
21. Submit packet in the Purchasing portal for processing and PO assignment.
	* Signature authority completed at the bottom of the **awarded vendor’s RFQ**
	* Support attached e.g. vendor quote on letterhead, signed and dated
	* 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.
22. The Office of Procurement shall review, assign a PO number, and forward packet to the assigned program contact.

# Please note that words in red need to be replaced with black text or deleted.

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

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 meeting the specifications. **The terms of the bid shall be a fixed price to include shipping cost and furniture assembly, if applicable and payable upon receiving acceptable items and 45 days upon receipt of an invoice.** *If you are interested in submitting a quote, please review the vendor section of the form and attach a listing of the products and cost described below on letterhead*:

Date of Release: Date

Awarding Organization: Organization Name

Awarding Organization Contact Name: Name

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity** | **Specifications** |
| Computer Carrying Case  | 2 | Black with rolling wheels, mesh materials, outlined in red boarder. |
| In Living Color Book | 1 | Hard bound cover  |
| Bookcase | 1 | Blue, red or black color  |

***VENDOR SECTION –****The following information* ***must*** *be included on Company Letterhead:*

Vendor/Company Name: \_\_\_ Date: \_\_\_\_\_ Vendor/Company Contact Name: \_\_\_\_ Address: \_\_\_\_ City:\_\_\_ State: \_\_\_\_ Telephone Number: \_\_\_ Quote expiration, if applicable\_\_\_\_ Product\_\_\_ Cost\_\_\_ Vendor Signature Required: \_\_\_

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

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 **email@mdek12.org****.**

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.