# REQUEST FOR QUOTES



**Name of Meeting**

**The Mississippi Department of Education**

**OFFICE**

**Central High School Building**

**359 North West Street Suite #**

**Jackson, MS 39205**

**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)

**SAMPLE QUOTE**

The Mississippi Department of Education is soliciting quotes for a meeting as identified below. The offeror providing the lowest quote will be awarded. The terms of the award will be payable upon completion of the meeting and submission of an invoice. **If you are interested in submitting a quote, please review the following information and attach an agreement and/or Banquet Order (BO) for review.**

Awarding Office Name: Requesting office

Awarding Office Contact Name: Name

Terms of Agreement: Date(s) of meeting

Expected Attendance: Number

**Vendors must complete the following section:**

**Venue/Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Vendor Authorized Signature* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***NOTE:*** *Vendors are required to identify* ***space*** *for function area required, and submit rates for the* ***rental, food, and beverage solicited.***

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

***\*\*Estimated attendance may be adjusted prior to event.***

**Total cost for services $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please submit quotes by 5:00 p.m. **day, month day, year** and email to [**email@mdek12.org**](mailto:email@mdek12.org)**.**

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

**Delete THIS STATEMENT and highlighted instructions below if sending a quote to only 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 [**email@mdek12.org**](mailto:email@mdek12.org)**.**

**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

**Quote Procedures**

1. Check available budget.
2. Office/School plans for conference or event required.
3. Solicit venues of interest using the MDE Request for Quote Form (RFQuote).
4. Program office must complete the Function Areas, Estimated Attendance, Time Reserved and Date sections on the form.
5. Any questions emailed from the vendor must be answered by email.
6. Bids are due on the date specified on the quote form.
7. No late bid shall be considered for an award.
8. Requisition along with the quote form and supporting documentation must be reviewed and signed by the Bureau Director PRIOR to submitting packet to the Office of Procurement.
9. Date stamp and place packet in the Procurement inbox for contracts.

**Competitive Quote Procedures**

1. Check available budget.
2. Office/School plans for conference or event required.
3. Solicit venues of interest using the MDE RFQuote Form.
4. Program office must complete the Function Areas, Estimated Attendance, Time Reserved and Date sections on the form.
5. Each vendor solicited must receive the exact same specification.
6. Any questions emailed from vendors must be recorded and made available during the Q&A response period.
7. Each vendor shall be emailed the questions and answers from ALL vendors on the date specified on the quote form.
8. Bids are due on the date specified on the quote form.
9. No late bid or bid modification shall be considered for an award.
10. The responsive, responsible and lowest bid meeting the required specifications shall receive the award.
11. All vendors must receive an award or non-award letter/email.
12. The requisition along with the quote form and supporting documentation must be reviewed and signed by the Bureau Director PRIOR to submitting packet to the Office of Procurement.
13. Date stamp and place packet in the Procurement inbox for contracts.