

Request for Services or Goods Form Guidance.

| | |
|--|---|
| | Vendor doing business with the State is registered into the MS Accountability System for Government Information and Collaboration (MAGIC) |
| | Vendor supplier number is registered in MAGIC Note: Vendor must contact Department of Finance Administration to assist with registration. A supplier number will be emailed to vendor from the Department of Finance Administration. Program must obtain vendor number and place in the Vendor Number section on the requisition. |
| | Vendor name, number, street address/email address affixed and aligned with MAGIC |
| | Product numbers, pricing and est. shipping amounts verified by vendor |
| | Authorized persons for requester and signature authority are not the same person |
| | Dates, vendor email address, and phone numbers provided |
| | The MDE Request for Quotes found on the procurement webpage is aligned with quotes received from vendor (apples to apples) |
| | Quantity, unit, product numbers, description, unit price and totals align |
| | Budget codes and budget year are accurate |
| | Funds approved by accounting contact |
| | For equipment purchases, funds have been moved to the equipment budget |
| | Technology purchase request “blue form” attached and approved by OTSS PRIOR to submission to Procurement |
| | <i>PO Change Request Form should be used for all modifications to an existing purchase order</i> |
| | Quotes attached – with vendor contact information/email/signature, if applicable <ul style="list-style-type: none"> ○ Under \$5,000 – no competitive bid required; one quote attached ○ \$5,000.01 - \$50,000 – two quotes attached (apples to apples) ○ Over \$50,000 – Bid required |
| | Expired quotes will not be accepted. |
| | Attach a W-9 for all new vendors |

Step-by-Step Guidance:

- Contact the accounting contact assigned to your office to review the budget to approve funds prior to submitting a requisition to Procurement.
- Requisitions must provide a requester and approver which cannot be the same person.
- Requisitions for computer equipment or software must have a Technology Purchase Request Form (“blue form”) attached and should be sent to OTSS for approval PRIOR to submission to the Office of Procurement.
- Requisitions for all equipment must have a justification attached and a budget revision completed to move authority to the equipment category PRIOR to submission to the Office of Procurement
- Equipment is defined by the State Auditor’s Office as:
 - Items which cost \$1000 or more
 - Weapons regardless of cost
 - Cameras and camera equipment costing \$250 or more

Request for Services or Goods Form Guidance.

- Two-way radio equipment regardless of cost
- Televisions costing \$250 or more
- Lawn maintenance equipment regardless of cost
- Cellular telephones regardless of cost
- Computers and computer equipment costing \$250 or more
- Chain saws regardless of cost
- Air compressors regardless of cost
- Welding machines regardless of cost
- Generators regardless of cost
- Motorized vehicles regardless of cost
- Attach an ***MDE Request for Quote Form*** as required for the established thresholds and the vendor quote(s) to every requisition.
- Include the make and model number of the copier(s) on all copier rental requisitions.

Note: Vendor purchases that exceed a cumulative amount of \$5,000 will require a competitive quote.

The Office of Purchasing, Travel and Fleet Management (OPTFM) **competitively, negotiated and cooperatively bid contracts** to provide State Agencies with economically feasible office items.

All State contracts are provided on the OPTFM website at <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/contracts/>

Instructions to access State contract item catalogs:

- www.DFA.ms.gov
- Click DFA offices
- Purchasing, Travel and Fleet Management
- Purchasing and Travel
- Contracts (see contract type below and proceed)

Competitively bid items **must** be ordered from the State contract.

To review **Barefield** pricing

<http://www.barefieldandcompany.com/>

User ID **MDE**

Password **MDEsupplies**

- Click Competitive Contracts
- (O) for Office supplies
- Contract bid search
- Scroll to the bottom of page
- Click Statewide Contract Item Catalog
- Click supplier and choose Barefield
- Choose supplies

Request for Services or Goods Form Guidance.

Negotiated and cooperative contracts may be used to purchase items not found on the competitively bid contracts. Office Depot and Staples are two commonly used cooperative contracts and both companies provide State login ID's and passwords to review contract pricing.

To review **Office Depot** pricing

<https://business.officedepot.com/>

User ID **State of MS**

Password **Mississippi1**

To review **Staples** pricing

<http://www.staplesadvantage.com/>

Account Number **1801167**

User ID **MISSISSIPPI**

Password **STAPLES!**

- Click Cooperative Contracts
- (O) for Office supplies
- Contract bid search
- Scroll to the bottom of page
- Click Statewide Contract Item Catalog
- Click supplier and choose Barefield
- Choose supplies

SOLE SOURCE PURCHASE

Sole source purchases must be advertised for two weeks to allow other entities to solicit for items if a company can meet the specifications and provide items. Additionally, the following information must be provided to DFA before the sole source purchase will be approved:

- A justification signed by the Superintendent of Education that addresses the following:
 1. A description of the commodity that the agency is seeking to procure.
 2. An explanation of why the commodity is the only one that can meet the needs of the agency.
 3. An explanation of why the source is the only person or entity that can provide the required commodity.
 4. An explanation of why the amount to be expended for the commodity is reasonable.
 5. The efforts that the agency went through to obtain the best possible price for the commodity.
 6. A signed quote and letter from the sole source vendor.

EMERGENCY PURCHASE

- A justification must be signed by the Superintendent of Education that addresses the following:
 1. Certification of the emergency that threatens health, safety and/or property.
 2. What happened to cause the emergency?

Request for Services or Goods Form Guidance.

3. What would be the negative consequences of following normal purchasing procedures?
4. Does it threaten the health or safety of any person, or the preservation or protection of property?
5. The total purchases made shall only be for the purpose of meeting the needs created by the emergency situation.

Following the emergency purchase

1. Documentation of the purchase, including a description of the commodity purchased,
 2. Purchase price thereof and the nature of the emergency shall be filed with the Department of Finance and Administration when submitting the applicable payment request as more particularly prescribed in the [DFA MAAPP Manual](#)
- Emergencies Requiring Approval Prior to Purchase (Over \$50,000)

If the governing board or the executive head, or his designees, of any agency of the state shall determine that an emergency exists in regard to the purchase of any commodities or repair contracts, so that the delay incident to giving opportunity for competitive bidding would be detrimental to the interests of the state, then the head of such agency, or his designees, shall seek approval of the OPTFM.

The justification should be written for OPTFM in sufficient detail so that a person not familiar with the situation could be expected to understand the need to forego the normal purchasing procedure.