THE OFFICE OF PROCUREMENT
DESIGNATED CONTRACT/GRANT/PURCHASING PORTALS

The Office of Procurement has implemented the portal processes to allow MDE staff easier access with submitting procurement related items. Please follow the steps below:

CONTRACT/GRANT SOLICITATION PACKETS:

- Program office shall submit a complete contract/grant packet, in accordance with procurement guidelines, to grantsandcontracts@mdek12.org
- The subject line shall reference:
    o the program name (may use an acronym e.g., OP),
    o the services requested
- Attach the **Word** version of the **solicitation**
- Attach **PDF** version of the **Submission Form** (Signed)
- All other documents required can be submitted as one PDF document
- All packets using ESSER funds **must** be identified as **ESSER** in the subject line of the email.
- The subject line shall reference ESSER:
    o the program name (may use an acronym e.g., OP),
    o the vendor/service name (for multiple agreements "various")
- Please review the contract and grant MDE resources for guidelines, forms, templates and deadlines related to solicitation packets.

CONTRACT/GRANT AWARD PACKETS:

- Program office shall submit a complete contract/grant packet, in accordance with procurement guidelines, to grantsandcontracts@mdek12.org
- The subject line shall reference:
    o the program name (may use an acronym e.g., OP),
    o the vendor/service name (for multiple agreements "various")
- Attach the **Word** version of the contract/grant agreements
- Attach the **Word** version of the board item, if applicable
- Attach **PDF** version of the **Justification Form** (Signed)
- All other documents required can be submitted as one PDF document
- All packets using ESSER funds **must** be identified as **ESSER** in the subject line of the email.
- The subject line shall reference ESSER:
    o the program name (may use an acronym e.g., OP),
    o the vendor/service name (for multiple agreements "various")
- Please review the contract and grant MDE resources for guidelines, forms, templates and deadlines related to award packets.

PURCHASING:

PURCHASE ORDER REQUESTS:

- Program office shall submit all requests for **technology, equipment/assets/property purchase requests, PO Change Request Forms, and Procurement Card Logs** to purchasingrequests@mdek12.org
- Program office shall submit **all other purchasing requests** via Shopping Cart in MAGIC in accordance with normal purchasing processes and procedures
- Program office shall submit **all contract requests** in accordance with normal purchasing processes and procedures to purchasingrequests@mdek12.org.
- **For Student Organizations only**, email ALL purchasing requests for processing to purchasingrequests@mdek12.org.
- All packets using ESSER funds **must** be identified as **ESSER** in the subject line of the email.
- The subject line shall reference ESSER:
    o the program name (may use an acronym e.g., OP),
    o the vendor/service name

FOOD AND SPACE REQUESTS:

- Program office shall submit a complete food and space request, in accordance with procurement guidelines, to purchasingrequests@mdek12.org
- The subject line shall reference:
    o the program name (may use an acronym e.g., OP),
    o the vendor/meeting name
- Attach Food and Space Form in PDF (Signed)
- All other documents can be submitted as one PDF document
- Please review the food and space request MDE resources for guidelines, forms, templates and deadlines related to requests.

OTHER

Program office shall submit ALL other documents requested and/or received for the procurement or purchase directly to the assigned procurement analyst via email and copy the office director.