



# *STATE OF MISSISSIPPI*

## **PROPOSAL FORMAT AND GUIDELINES**

### **INTERIOR SIGNAGE**

**RFx: 3130001731**

DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PURCHASING AND TRAVEL  
701 WOOLFOLK BUILDING, SUITE A  
501 NORTH WEST STREET  
JACKSON, MISSISSIPPI 39201

# STATE OF MISSISSIPPI

Effective  
Date: 05/01/17

## PROPOSAL FORMAT AND GUIDELINES

Revised  
Date: 12/07/22

### FOR INTERIOR SIGNAGE

#### RFX:3130001731

Vendors interested in entering into a nonexclusive, negotiated contract for the commodity listed above with the State of Mississippi, Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management may submit a proposal electronically through the State of Mississippi e-procurement system which must include all information requested in this Proposal Format and Guidelines. No costs or expenses associated with providing this information in the required format shall be charged to the State of Mississippi. All required documents must be attached as separate documents. It is the responsibility of the Vendor to verify that all of the requirements for submitting the proposal have been fulfilled and that manufacturers are in agreement with the attached General Conditions for Negotiated Contracts document dated December 2017. All required documentation must be completed and submitted in their entirety by the deadline date. **Failure to follow all the instructions in this document may result in rejection of your proposal.**

#### **I. Registration - State of Mississippi E- Procurement System**

Please note: It shall be the responsibility of each manufacturer to ensure that your profile is current in our e-procurement system. The website to register as a vendor with the State of Mississippi is: <http://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/>. If you currently have a State Contract for the commodity listed above and you are unsure of your vendor number, please contact Kizzie Shorter at [Kizzie.Shorter@dfa.ms.gov](mailto:Kizzie.Shorter@dfa.ms.gov) or 601-359-5222

State contract vendors that do not have a MAGIC User Id and password, an email should be sent to [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov). Enter "Vendor ID Request" as the email Subject, and include the following information in your email:

- MAGIC Vendor Number
- Vendor Name
- Contact Name
- Contact Email Address
- Contact Phone Number

Current information such as e-mail addresses, contact person(s), phone number(s), etc., must be updated whenever there are any changes to your profile. Also it shall be the responsibility of the manufacturer to ensure that all dealers listed on your dealers' list are registered with their current information. If a dealer is not registered, they will not be listed in the State's online ordering and will not receive any orders from State Agencies. ***All Manufacturers/Vendors must verify their registration and W9 tax ID information is correct and updated in MAGIC. If Manufacturers/Vendors need to update their tax ID or send a verified current W9, please email W9 to [OFMMAGIC@dfa.ms.gov](mailto:OFMMAGIC@dfa.ms.gov).***

For online learning instructions on submitting your Proposal electronically, select "Supplier Training" from the link listed above. Select the LOG820 Supplier Self-Service Course link and then click "Launch Course" or follow this link for instructions <http://www.dfa.ms.gov/media/1690/index.pdf>.

#### **II. Proposal Letter**

Submit a signed letter with the proposal from an authorized representative of the Vendor indicating the Vendor's interest in entering into a state contract for the items being proposed. This letter should include Vendor's name, location address, mailing address, telephone number, fax number, email address, website address, (if applicable) and name of authorized representative submitting proposal. By signing this letter, the Vendor is certifying that it is authorized to do business in the State of Mississippi, that neither the Vendor nor any potential subcontractors are debarred or

suspended from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi, and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

### **III. Interior Signage Catalog(s) / Pricing List Spreadsheet and Product Information**

Vendors are required to provide a Catalog(s) / Pricing List Spreadsheet and Product information with pricing in an Excel format or pdf on a jump drive. **This contract is for informational interior signage ONLY (Non-Electric).**

If your company is listed on a GSA contract, a copy of the current price list must be submitted. Discounts shall be competitive when compared to prices and discounts received by the GSA, other state governments, and large volume commercial customers.

### **IV. Discounts**

The percent discount offered to the State shall be a minimum of 20% off the list price for all interior signage delivered. Agencies are expected to negotiate deeper discounts based on volume spend.

Entities making purchases over \$75,000 may consider obtaining two competitive quotes from the authorized dealers' list on a Vendor's contract. When requested, those Vendors that do not have dealers' list should be prepared to submit a quote.

### **V. Length of Price Guarantee**

Pricing shall be firm for a 12-month period. Discounts shall be firm for a 12-month period. Decreases in discounts are not allowed during the term of the contract except when GSA authorizes a change in the discount under the GSA price schedule. In cases where GSA has authorized such a change, the Vendor will be required to provide the Office of Purchasing and Travel with a copy of GSA approval. Price increases are not allowed during the term of the contract.

### **VI. Transportation Terms**

All freight and shipping costs are the responsibility of the Vendor and are not reimbursable. All items must be transported F.O.B. Destination.

### **VII. Payment Terms and Invoices**

MS Code Section 31-7-305(3) allows a state entity to pay invoices within 45 days without penalty.

The State requires the Vendor to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State. Payments by state agencies shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Vendor's choice. Vendor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

### **VIII. Distribution**

The Office of Purchasing, Travel and Fleet Management prefers to have these contracts established with the Manufacturer. All authorized distributors shall be listed on the provided Excel distributor's list. It is the Manufacturer's responsibility to keep this list updated during the contract period. Dealers/Distributors must be registered in the State's e-procurement system.

We will **not** enter into more than one contract for any single brand. An authorized dealer/sales representative may enter into a contract on behalf of the manufacturer by submitting a letter from

the Manufacturer authorizing them to do so. This letter must be on the Manufacturer's official stationary, signed by the Manufacturer's appropriate personnel or his/her designee stating that the authorized dealer/sales representative has permission to enter into a contract with the State of Mississippi on behalf of the Manufacturer. The letter should include the name of the authorized representative, location address, mailing address, telephone number, toll free number (if applicable), fax number and e-mail address.

**Minority Vendor Status - Vendors should indicate if they or any of the distributors they list are considered Minority Vendors by placing "MV", for Minority Vendor, in the appropriate column on the spreadsheet.** Minority Vendor means a business concern that (1) is at least 51% minority-owned by one or more individuals, or minority business enterprises that are both socially and economically disadvantaged, and (2) have its management and daily business controlled by one or more such individuals as ascribed under the Minority Business Enterprise Act 57-69 and the Small Business Act 15 USCS, Section 637(a). **MINORITY** as used in this provision means a person who is a citizen or lawful permanent resident of the United States and who is: Black Americans - racial groups of Africa; Hispanic Americans - of Mexican, Puerto Rican, Cuban, Central/South America, Spanish or Portuguese culture or origin; Native Americans - origin in any of the original peoples of North America; Asian Pacific Americans - origins of the Far East, Southeast Asia, the Indian subcontinent; or a Woman.

#### **IX. Purchase Summary**

If Manufacturer currently has a contract with the State of Mississippi, a purchase summary is required. The summary should only include sales to State agencies and governing authorities. Please do not include sales to nongovernmental entities. Complete the attached excel spreadsheet for the current contract period *starting May 1, 2022*. This purchase summary must be attached with the proposal.

**Please Note: Because of the expense associated with the maintenance of this type of contract, it has been determined that a lack of sales activity under \$25,000 for two consecutive years will be cause for rejection of a new contract for a period of two years.**

#### **X. Award of Contract**

New contracts will be awarded to all Vendors that submit proposals that are in compliance with this format and are proposing competitive prices. Any requested information not submitted may be cause for the contract proposal to be denied.

If you currently have a State Contract and your information is not received by the required submission date, the contract will expire and you will be denied a new contract for a period of one year.

#### **XI. E-Verify Compliance**

If applicable, Contractor/Seller represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification for all newly hired employees. Miss. Code Ann. §§ 71-11-1 *et seq.* (1972, as amended). The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor/Seller agrees to maintain records of such compliance. Upon request of the State, and after approval of the Social Security Administration or Department of Homeland Security when required, Vendor agrees to provide a copy of each such verification. Contractor/Seller further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor/Seller to the following: (1) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public; (2) the loss of any license, permit, certification or other document granted to

Contractor/Seller by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or (3) both. In the event of such termination/cancellation, Contractor/Seller would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit to do business in the State.

## **XII. Addendum Period: Additions/Deletions**

Vendors wishing to make additions/**deletions** to their contract during the contract period should be aware of the following policies of this office:

- A. Additions/**deletions** will be allowed only once during a contract period. Price increases are not allowed during the addendum period.
- B. Additions/**deletions** must be submitted during the addendum period which is August 1 through August 15 for additions/deletions to be effective October 1.
- C. When requesting additions/**deletions** the Vendor shall attach a letter electronically (email to the person listed on this proposal) requesting the additions/**deletions**. A list of all items being proposed for addition/**deletion** should be included. The Vendor shall submit all required documents as listed in this Proposal Format for any new items. Product literature shall also be submitted with the request.
- D. **When a distributor is being added to the original distributor's list, the new distributor's list shall be submitted electronically (email) using the attached Excel spreadsheet format with read and write capabilities. The new distributor's list shall have a complete name, address, contact person, phone number, fax number and email address. The distributor must be registered in the State of Mississippi's e-procurement system prior to submitting a request to add the distributor.**

## **XIII. Proposal Deadline**

This contract is effective May 1 through April 30; therefore, proposals must be submitted to the Office of Purchasing and Travel by **3:00pm CST February 15. Any proposal received after February 15 will not be considered.**

If you have any questions concerning this Proposal Format and Guidelines, please contact the contract analyst listed below.

Kizzie Shorter  
Office of Purchasing, Travel and Fleet Management  
701 Woolfolk Building, Suite A  
501 North West Street  
Jackson, MS 39201

Email - [Kizzie.Shorter@dfa.ms.gov](mailto:Kizzie.Shorter@dfa.ms.gov)  
Phone - 601-359-5222  
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