

## I. PROPOSAL SUBMISSION INSTRUCTIONS.

One original and three copies of the proposal will be accepted until 2:00p.m. on Tuesday, June 20, 2017. The Vendee will select the proposal, or combination of proposals, that, in its opinion, is in the best interest of the Vendee, subject to all state and federal laws and rules and regulations regarding purchases. The Vendee reserves the right to reject any or all proposals or portions of a proposal. Further, the Vendee reserves the right to reject any and all proposals or portions of a proposal or to waive any informalities in the best interest of the owner.

Proposals shall be submitted to: **ASHLEY ATKINSON, CITY CLERK**, at the following address:

**ASHLEY ATKINSON, CITY CLERK**

**107 COURTHOUSE SQUARE**

**OXFORD, MS 38655**

**662.232.2312**

Proposals shall be in the following format: an original and three copies clearly marked **“Proposal for City of Oxford Municipal Court Software and Data Processing”** and signed by **the officer of the company.**

Proposals may also be hand-delivered to the above address by the date and time specified. It is the responsibility of the Vendor to deliver the proposal in accordance with these instructions contained above/or elsewhere in the RFP. Proposals not received by the Vendee by the deadline will not be accepted.