

## PURCHASING PROCEDURES

All purchases for office supplies should be purchased from the competitive state contract or the Mississippi Industries for the Blind (MIB), any deviation from the state contract or MIB will require a written justification. The justification memo should be signed off by an authorized staff and include detailed information as to why the item(s) on the competitive contract or MIB will not meet the needs of the program/school. Please be advised preference, brand, or price are not a deciding factor when utilizing the competitive contract or MIB as reasons for not purchasing on the competitive state contract. Each request will be reviewed on a case-by-case basis to ensure the justification does not circumvent normal purchasing procedures. Click on the link below to review each state contract type at your convenience: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/contracts/>

Also, as discussed in the Procurement Training, the applicable vendor Request for Quote Forms are provided on Procurement's website for Purchasing (commodities) and Bid Checklist and Forms (services). The Request for Quote Form is designed to make certain vendors receive the same information to ensure competitiveness, fairness, and transparency. The forms may be modified to include additional requirements or provide specific instructions only. Please contact the purchasing office if you have questions.

### For Purchases on Competitive Contract

- Complete MAGIC entries for a Shopping Cart to purchase items.
- Visit vendor's website, create a cart, click on items to purchase.

### For Purchases on Cooperative and Negotiated contracts

- Visit the vendor's website, create a cart, click on items to purchase, and upload a picture of the items to the Notes and Attachment section in MAGIC. Do not include items that will not be purchased.
- Complete MAGIC entries for a Shopping Cart to purchase items.
- In Shopping Cart internal notes, if applicable, **justify as to why the item(s) on the competitive contract will not meet the needs of the program/school.**
- Submit a Shopping Cart to the Office of Procurement for processing.

### For Non-State Contract Items

- The Request for Quotes Form with the list of items required shall be emailed to the vendor.
- For competitive quotes, the Request for Quotes Form with the list of items required shall be emailed to each vendor.
- Answers to vendor questions shall be compiled in a question and answer document, if applicable.

- The Q&A document shall be emailed to each vendor on the date specified on the Request for Quote, if applicable.
- The vendor response (quote) and pricing for the list of items shall be received on the date specified on the Request for Quote.
- Specifications for all responses shall be reviewed to ensure each vendor were responsive and responsible.
- Award is made to the lowest quote meeting specifications requested.
- Complete MAGIC entries for a Shopping Cart to purchase items.
- The Request for Quote/ vendor responses, Q&A document, and W-9 must be uploaded to the Notes and Attachment section in MAGIC.
- Upload in MAGIC the winning response in a single PDF document and leave box unchecked under “Visibly Internally Only”.
- Add attachment to upload the award and non-award documents obtained during the process and check box under “Visibly Internally Only”.
- Route Shopping Cart to the applicable internal reviewers and approvers for your office.
- Submit Shopping Cart request to the Office of Procurement for processing.

#### **For Personal or Professional Services Contracts**

- Review [Training Resources \(Choosing a Contract Procurement Method\)](#) on the Procurement webpage.
- If quote method is selected, the Request for Quotes Form with specifications for services shall be completed and emailed to the vendor.
- For competitive quotes, the Request for Quotes Form with specifications for services shall be emailed to each vendor.
- Answers to vendor questions shall be compiled in a question and answer document, if applicable.
- The Q&A document shall be emailed to each vendor on the date specified on the Request for Quote Form, if applicable.
- The vendor response and **cost proposal** shall be received on the date specified on the Request for Quote Form.
- Specifications for all responses shall be reviewed to ensure each vendor was responsive and responsible.
- Award is made to the lowest quote meeting specifications.
- The applicable procurement forms and a draft contract with the Standard Terms and Conditions shall be shared with the prospective vendor to review terms and complete forms.
- Complete a contract packet, to include all required forms, the Request for Quote, vendor responses, and Q&A document.
- Submit packet to the Office of Procurement’s Contract Inbox for processing.