

**THE
AGENCY PROCUREMENT
FILE**

Title: _____

RFx No.: _____

Contract No.: _____

Supplier Name: _____

SMALL PURCHASE CONTRACT: NOT EXCEEDING \$50,000.00

**AGENCY HEAD AND CHIEF FINANCIAL OFFICER MEMO:
MULTIPLE SMALL PURCHASE CONTRACTS WITH SAME
VENDOR**

YES NO N/A

AGENCY STANDARD OPERATING PROCEDURE

Documentation demonstrating compliance with Agency standard operating procedure

YES NO N/A

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: CONTRACTS
EMPLOYEE PROCEDURES MANUAL	SECTION 17.0 PAGE 3 OF 51
	EFFECTIVE DATE: MAY 1, 2000
	REVISION #8: July 1, 2023

The following methods shall be utilized in procuring contractual services:

Commodities, Equipment, Furniture, Printing, Construction, Fleet and Personal and Real Property:

Thresholds:

- Up to \$5,000
- \$5,000.01 - \$50,000
- \$50,000.01 - \$75,000
- Over \$75,000

Procurement Methods:

- One (1) Quote
- Two (2) written quotations
- Three (3) written quotations
- Invitation for Bid
- Reverse Auction

Personal and Professional Services

Independent Contractor Thresholds:

- Up to \$10,000
- \$10,000.01 - \$49,999
- \$50,000 - \$75,000
- Over \$75,000

Procurement Methods:

- Two (2) written quotations (RFQuote)
Contract, if required by vendor
- Three (3) written quotations (RFQuote)
- Invitation for Bids
- Request for Proposals
- Request for Qualifications
- PPRB Preapproved Vendor Lists
- Invitation for Bids
- Request for Proposals
- Request for Qualifications
- PPRB Preapproved Vendor Lists
- Invitation for Bids
- Request for Proposals
- Request for Qualifications
- PPRB Preapproved Vendor Lists

NOTICE OF CONTRACT AWARD

(after contracting)

YES NO N/A

OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES
Mississippi Department of Education
NOTICE OF CONTRACT AWARD

AWARD SUMMARY

OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES

Action: Award contract to TCSware, Inc. to provide services to the Mississippi Department of Education for Surveillance Camera Preventive Maintenance Services [Goal 5 – MBE Strategic Plan]

Awarded Vendor: TCSware, Inc.
Montgomery, AL

Scope of Project: The purpose of this contract is to allow the contractor provide surveillance camera preventive maintenance services for the Office of Technology and Strategic Services.

The last and final year will be contingent upon the successful completion of annual services, a performance evaluation, and the availability of funds. Personnel associated with this contract are not former Department employees or related to any Department employee. The contractor is **not** a PERS retiree.

Scope of Contract:

- Term of Contract: October 7, 2025 -September 30, 2028
- Amount to be Awarded: \$15,900.00
- Method of Award: Request for Quotes

Funding Source: State

Summary of Selection Process:

A competitive selection process was utilized to award contracts.

Note: The contract/attachments are made available for public inspection. Please contact the Office of Public Reporting to request public records pertaining to the intent to award.