



# REQUEST FOR QUOTE FORMAL REVERSE AUCTION

RFQ Number: 3140003022  
To Provide: **RIBBONS AND LABELS**

Issue Date: 04/08/2022

## **Closing Location**

Mississippi Department of Revenue  
500 Clinton Center Drive  
Clinton, MS 39056

## **BID Coordinator**

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## **Closing Date and Time:**

Bids must be received by May 10, 2022, 12:00 p.m. (CST)

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**MISSISSIPPI DEPARTMENT OF REVENUE**  
**Invitation for Bid**  
**RIBBONS and LABELS**

**Section I**  
**GENERAL CONDITIONS – REVERSE AUCTIONS**

**ALL BIDS SUBMITTED SHALL BE IN COMPLIANCE WITH ALL CONDITIONS SET FORTH HEREIN. THE BID PROCEDURES FOLLOWED BY THIS OFFICE WILL BE IN ACCORDANCE WITH THESE CONDITIONS. THEREFORE, ALL BIDDERS ARE URGED TO READ AND UNDERSTAND THESE CONDITIONS PRIOR TO SUBMITTING A BID.**

**1.0 Definitions**

The use of the word “agency” in any Bid Invitation solicitation or specification shall be intended to mean state agencies only. The words “governing authority” when used shall be intended as meaning city, county or other local entities.

**2.0 Preparation of Bids**

- 2.1** Bids and/or Quotes may be submitted through the State of Mississippi’s e-procurement system (MAGIC) or in person to the Mississippi Department of Revenue (“DOR” or “the Department”). Paper bids are allowed. All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed, in ink, by the person signing bid.
- 2.2** To submit bids electronically, bidders must ensure they are registered in the MAGIC system and have received a login, password, and supplier number and that all technical requirements have been met.
- 2.3** If a bidder is unwilling or unable to participate through MAGIC, a DOR representative can enter the Vendor’s bid(s) manually (i.e., Surrogate bidding).
- 2.4** Bidders participating in person by surrogate bidding must so indicate in their response to the initial Request for Quote-Formal (RFQF).
- 2.5** Failure to examine any drawings, specifications, and instructions will be at bidder's risk.
- 2.6** Price each item separately. Unit prices shall be shown. Bid prices must be net.
- 2.7** It is understood that reference to available specifications shall be sufficient to make the terms of such specifications binding on the bidder.
- 2.8** Bidders must furnish all information requested in the bid specifications. Further, when required, each bidder must submit for bid evaluation cuts, sketches, descriptive literature

and technical specifications covering the product offered. Reference to literature submitted with a previous bid or on file with DOR will not satisfy this provision.

- 2.9** Samples of items, when requested, must be furnished free of expense, and if not destroyed in testing will, upon request, be returned at the bidder's expense. Request for the return of samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, State of Mississippi commodity number, bid number and item reference.
- 2.10** Time of performance. The number of calendar days in which delivery will be made after receipt of order shall be indicated in the bid specifications.

### **3.0 Bid Submission**

- 3.1** When submitting a bid electronically, the authorized signature may be typed or be an electronic signature.
- 3.2** Bids and modifications or corrections received after the closing time specified will not be considered.
- 3.3** When submitting the response to the RFQF in MAGIC, bidder must ensure all questions have been answered within the RFQF and all proposed items in bid have a response.
- 3.4** Bidders submitting paper responses should submit responses to the DOR by the response deadline.

### **4.0 Acceptance of Bids**

DOR reserves the right to reject any and all bids, to waive any informality in bids and unless otherwise specified by the bidders, to accept any items on the bid. The State reserves the right to modify or cancel in whole or in part its Invitation for Bids.

If a bidder fails to state the time within which a submitted will expire, it is understood and agreed that DOR shall have 60 days to accept.

### **5.0 Error in Bid**

If a vendor is participating in a Live Auction, the vendor can notify DOR in the event of an erroneous bid via the chat message feature. Erroneous bids, where the mistake is apparent to DOR, may be deleted during the live auction.

### **6.0 Special Discount Period**

Time in connection with a special discount offered will be computed from date of delivery at destination or from the date correct invoices are received, if the latter date is later than the date of delivery. Cash discounts will not be considered in the award process.

## **7.0 Award**

- 7.1** Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specifications, except as otherwise specified in the bid specifications. Where more than one item is specified in the specifications, the State reserves the right to determine the low bidder either on the basis of the individual item(s) or on the basis of all items included in its Invitation for Bids, or as expressly provided in the State's Invitation for Bids.
- 7.2** A written purchase order or contract award furnished to the successful bidder within the time of acceptance specified in the Invitation for Bid results in a binding contract without further action by either party. The contract shall consist solely of these General Conditions, the Instructions and Special Conditions, the successful bidder's bid, and the written purchase order or contract award. The contract shall not be assignable in whole or in part without the written consent of the State.

## **8.0 Inspection**

Final inspection and acceptance or rejection may be made at delivery destination, but all materials and workmanship shall be subject to inspection and test at all times and places, and when practicable. During manufacture, the right is reserved to reject articles which contain defective material and workmanship. Rejected material shall be removed by and at the expense of the contractor promptly after notification or rejection. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the State or any subdivision thereof for such materials or supplies as are not in accordance with the specification. In the event necessity requires the use of materials or supplies not conforming to the specification, payment therefore may be made at a proper reduction in price.

## **9.0 Taxes**

The State is exempt from federal excise taxes and state and local sales or use taxes and bidders must quote prices which do not include such taxes. Exemption certificates will be furnished upon request. Contractors making improvements to, additions to or repair work on real property on behalf of the State are liable for any applicable sales or use tax on purchase of tangible personal property for use in connection with the contracts. Contractors are likewise liable for any applicable use tax on tangible personal property furnished to them by the State for use in connection with their contracts.

## **10.0 Gifts, Rebate, Gratuities**

- 10.1** Acceptance of gifts from bidders is prohibited. No officer or employee of DOR, nor any head of any state department, institution or agency, nor any employee of any state department, institution or agency charged with responsibility of initiating requisitions, shall accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract for the purchase of materials, supplies, or equipment for the State of Mississippi may be awarded, by rebate, gifts, or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future rewards or compensation.

**10.2** Bidding by state employees is prohibited. It is unlawful for any state official or employee to bid on, or sell, or offer for sale, any merchandise equipment or material, or similar commodity to the State during the tenure of his or her office or employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the State.

## **11.0 Bid Information**

Bid information and documents may be examined pursuant to the Mississippi Public Records Act of 1983, MS Code 25-61-1 et seq.

## **12.0 Precedence**

Bids shall be made and the contract shall be entered into in accordance with the General Conditions as hereinafter amended and modified. Should a conflict exist between the General Conditions and the Instructions and Special Conditions, the Instructions and Special Conditions shall take precedence.

## **13.0 Competition**

There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the U.S. Government. Bidders may bid lower than U.S. Government contract price without any liability as the State is exempt from the provisions of the Robinson-Patman Act and other related laws. In addition, the U.S. Government has no provisions in any of its purchasing arrangements with bidders whereby a lower price to the State must automatically be given to the U.S. Government.

## **14.0 Waiver**

DOR reserves the right to waive any General Condition, Special Condition, or minor specification deviation when considered to be in the best interest of the State.

## **15.0 Cancellation**

Any contract or item award may be canceled with or without cause by the State with the giving of 30 days written notice of intent to cancel. Cause for the State to cancel may include, but is not limited to, cost exceeding current market prices for comparable purchases; request for increase in prices during the period of the contract; or failure to perform to contract conditions. The Contractor will be required to honor all purchase orders that were prepared and dated prior to the date of expiration or cancellation if received by the Contractor within a period of 30 days following the date of expiration or cancellation. Cancellation by the State does not relieve the Contractor of any liability arising out of a default or nonperformance. If a contract is canceled by the State due to a contractor's request for increase in prices or failure to perform, that Contractor will be disqualified from bidding for a period of 24 months. The Contractor may cancel a contract for cause with the giving of 30 days written notice of intent to cancel. Cause for the Contractor to cancel may include but is not limited to the item(s) being discontinued and/or unavailable from the manufacturer.



## **16.0 Application**

It is understood and agreed by the bidder that any contract entered into as a result of this Invitation for Bids is established for use by state agencies and all purchases made by these agencies for products included under the provisions of the contract shall be purchased from the bidder receiving the award unless exempt by special authorization from the DOR. Under the provisions of Section 31-7-7 Mississippi Code of 1972, Annotated, the prices offered herein shall be extended to the governing authorities. However, the governing authorities, by provisions of Section 31-7-12 Mississippi Code, may purchase products covered by state contracts from any source offering an identical product at a price that does not exceed the state contract price. Employees of DOR have acted exclusively as agents of the State for the award, consummation, and administration of the contract and are not liable for any performance or nonperformance by the state agencies that utilize the contract.

## **17.0 Addenda**

Addenda modifying plans and/or specifications may be issued if time permits. No addendum will be issued within a period of two (2) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the two (2) day period prior to the bid opening, the bid date will be reset to a date not less than five (5) working days after the date of the addendum, giving bidders ample time to comply with the addendum. When replying to a bid request on which an addendum has been issued, and the specifications require acknowledgement, the bid shall indicate that provisions of the addendum have been noted and that the bid is being offered in compliance therewith. Failure to make this statement may result in the bid being rejected as not being in accordance with the revised specifications or plans.

## **18.0 Non-Responsive Bids**

Nonresponsive bids will not be considered. A non-responsive bid is a bid that does not comply with the minimum provisions of the specification. Any bidder found to repeatedly offer alternated products that are not compliant with specifications in an attempt to obtain a contract on the basis of pricing only will be disqualified from bidding for a period of 24 months.

## **19.0 Specification Clarification**

It shall be incumbent upon all bidders to understand the provisions of the specifications and to obtain clarification prior to the time and date set for the live auction or bid opening. Such clarification will be answered only in response to a written request submitted in the specified amount of time set by DOR. DOR reserves the right to specify a time frame in which clarification request shall be made.

## **20.0 Pre-qualification Process**

**20.1** The purpose of the RFQF is to advertise the competitive procurement for solicitation of formal quotes from potential bidders to participate in the Reverse Auction. DOR will be responsible for defining product categories, adding bidders, and publishing all bid related documents to the procurement portal. Once the responses have been received and the Opening Date has been reached, DOR will review the submissions to qualify bidders and determine a starting price for reverse auction items.

- 20.2** The Invitation for Bids/RFQF shall be advertised in accordance with Section 3.106.05.4 of the Mississippi Procurement Manual. The OPTFM shall advertise for 14 consecutive days in accordance with Section 31-7-13(c)(i)(1) of the Miss. Code Ann. Responses to the RFQF will be due on the 8th working day after the last day of advertisement.
- 20.3** Responses to the RFQF will be reviewed by the DOR for responsiveness to specifications. Price quotes received will be evaluated in conjunction with other market research to determine the starting price for the Auction.
- 20.4** DOR will accept bidder responses in MAGIC who have qualified meeting RFx specifications. Bidders not meeting specifications will not be allowed to participate in the Auction.
- 20.5** Once qualified, DOR will notify the vendor of Qualification and the date of the Live Auction via email. After receiving the confirmation email, bidders should review/ensure technical requirements for MAGIC have been met or confirm participation in person.
- 20.6** It is requested that bids be submitted on the basis of statewide distribution. Contractors must maintain adequate distribution capabilities and adequate stock of all items to insure prompt delivery.

## **21.0 Firm Bid Price**

Prices accepted from bidder submissions shall be firm for the term of the contract except that the State shall receive the benefit of any price decrease in excess of five (5) percent. The contractor must provide written price reduction information within ten (10) days of its effective date.

## **22.0 Suspension and Debarment**

By submitting a bid, the bidder is certifying that neither the bidder nor any potential subcontractors are debarred or suspended or are otherwise excluded from or ineligible for participation in federal assistance programs.

## **23.0 Assignment**

The Contractor shall not assign or subcontract in whole or in part, its right or obligations under this agreement without prior written consent of DOR.

## **24.0 Indemnification**

Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the State of Mississippi, its Commissioners, Board Members, officers, employees, agents, and representatives from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses, and attorneys' fees, arising out of or caused by Contractor's and/or its partners, principals, agents, employees, and/or subcontractors in the performance of or failure to perform

this Agreement. In the State's sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State; Contractor shall be solely liable for all reasonable costs and/or expenses associated with such defense and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc., without the State's concurrence, which the State shall not unreasonably withhold.

## **25.0 Live Auction**

- 25.1** Notification of Auction Start date and time will be sent via email to qualifying bidders. If a bidder is unwilling or unable to participate through MAGIC, a representative from DOR can enter the Vendor's bid(s) manually (i.e., Surrogate Bidding). If a bidder elects to participate via Surrogate Bidding, the bidder must be physically present at the public bidding location, with the means to submit written bids for each offer made and signed by an authorized agent of the Vendor. A Bid Form will be provided to the Vendor at the start of the auction. This form will not be returned to the bidder but will become a part of the Bid Documentation for Evaluation by DOR.
- 25.2** The Auction time may be extended at the discretion of the DOR. Examples of reasons to extend an auction include, but are not limited to, technical difficulties experienced by DOR or bidder, the need to pause the Auction, or bids placed within the last few moments of bidding.
- 25.3** Communication with bidders participating electronically during the Auction may be done via the Live Chat Feature. DOR has the ability to send messages to particular bidders or broadcast to all bidders. Bidders can ONLY communicate with DOR, not other bidders.
- 25.4** Bidders may be removed from a Live Auction for improper conduct, including but not limited to profanity, threats, consistently entering erroneous or extremely low bids, or other disruptive behavior.

## **26.0 Force Majeure**

If DOR is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all bidders, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. DOR shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of DOR as a result of a Force Majeure Event. Each bidder shall be required to ensure the delivery and receipt of its bid by DOR prior to the new date and time of the live auction or bid opening.

## **Section II**

### **Instructions and Special Conditions**

#### **1.0 Purpose**

The Mississippi Department of Revenue (referred to as “DOR” or “Department”) is seeking to obtain **ribbons and labels** for the shipment of alcoholic beverages by using the Reverse Auction Process for the Alcoholic Beverage Control Distribution Center (“Department” “State” or “ABC”) located at 1286 Gluckstadt Road, Madison County, Mississippi. The Request for Quotes Formal (RFQF) is the first step in the Reverse Auction Process. The purpose of the RFQF is to solicit quotes from interested parties meeting bid requirements and specifications, in order to determine the qualified vendors, which will participate in the Live Reverse Auction.

It is the responsibility of the prospective bidder to review all information contained within this RFQF and accompanying attachments. Notifications must be sent to the Department of Revenue if a vendor believes the information contained in this RFQF is devised in such a manner that would restrict competition. The Administrative Services Division may be reached at telephone number (601) 923-7860 or facsimile number (601) 923-7681.

#### **2.0 Scope of Service**

The specifications set forth herein as “Attachment A” represent a minimum of required material and operational needs of DOR. The bidder may propose options above and beyond these specifications that best suit DOR’s interest as determined by the agency. The bidder agrees to begin delivery within **30 days** of award. Failure to do so may result in cancellation of award. If cancellation of award occurs, a new award will be made to the next lowest bidder meeting required specifications. Please respond “Yes” or “No” to indicate compliance to the specifications for each listed criterion and add comments as needed.

#### **3.0 General Terms of Contract**

The term of the contract shall be for the period of twelve (12) months to begin August 1, 2022 through July 31, 2022. The contract will have an option to renew under the same price terms and conditions as in the original contract. The total number of renewals are not to exceed two (2).

#### **4.0 Procurement Timeline**

It is our intent to follow the schedule below in the execution of this request for quote; however, DOR reserves the right to amend and/or change the below schedule of events, as it deems necessary.

- |   |                          |
|---|--------------------------|
| <b>A. Request for Quote Issue Date:</b> | April 8, 2022; 9:00 a.m. |
| <b>B. First Publication :</b>           | April 8, 2022            |
| <b>C. Second Publication:</b>           | April 15, 2022           |

<b>D. Deadline for Submission of Questions:</b>	April 20, 2022; 5:00 pm (CST)
<b>E. Last Day Answers Posted to Website:</b>	April 27, 2022; 5:00 pm (CST)
<b>F. Bid Packet Submission Deadline:</b>	May 10, 2022; 12:00 noon (CST)
<b>G. Evaluation:</b>	May 11, 2022
<b>H. Qualify Bids:</b>	May 13, 2022
<b>I. Email Qualified Bidders:</b>	May 17, 2022
<b>J. Protest Deadline:</b>	May 24, 2022, 10:00 am (CST)
<b>K. Reverse Auction Start Date:</b>	June 2, 2022, 2:00 pm (CST)
<b>L. Bid Evaluations:</b>	June 3, 2022
<b>M. Projected Award:</b>	June 15, 2022

## 5.0 Minimum Bidder Qualifications to be Deemed Responsible

- 5.1 Each bidder must have been in business a minimum of four (4) years prior to submission of its bid.
- 5.2 Each bidder must be able to provide quality ribbons and labels.
- 5.3 **The bidder must have the ability, capacity, skill and financial resources** to perform the work or provide the service required.
- 5.4 These minimum qualifications are in addition to a minimum score of six (6) on the Reference Score Sheet (Attachment G) from reference interviews by MDOR with **two** bidder references (for a total minimum score of twelve (12), as well as other requirements of this IFB.

## 6.0 Registration with Mississippi Secretary of State

By submitting a bid, the bidder certifies it is registered to do business with the State of Mississippi through Secretary of State or, if not already registered, that it will do so within seven (7) business days of being notified by DOR that it has been awarded the contract. Please complete the Secretary of State Acknowledgement form included in **Attachment I**.

## 7.0 Procurement Methodology

### 7.1 Restrictions on Communication with MDOR Staff

At no time shall any bidder or its personnel contact, or attempt to contact, any MDOR staff regarding this IFB except the contact person as set forth in the manner described in Section 7.5.

## **7.2 Cost of Preparing Bid**

MDOR accepts no responsibility for any expense incurred by any bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

## **7.3 Independent Price Determination**

By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the bid. The prices quoted shall be inclusive of, but not limited to the following: all required equipment/material; all required insurance; all required overhead; all required profit; and, all required licenses, certifications, fees or permits.

## **7.4 Rejection of Bids**

A bid response that includes terms and conditions that do not conform to the terms and conditions in the IFB document is subject to rejection as non-responsive. Further, submission of a bid form that is not complete and/or signed is subject to rejection as non-responsive. MDOR staff reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by MDOR staff of non-responsiveness based on the submission of non-conforming terms and conditions. Furthermore, if a bidder's price is substantially higher than those of other bidders, meaning those in excess of a twenty-five percent (25%) differential, the bidder's price will be deemed non-responsive.

## **7.5 Procedure for Answering Questions**

**7.5.1** All questions concerning this Request for Quote Formal or the bid process must be submitted by 5:00 p.m., on 04/20/2022 to:

[BidQuestions@dor.ms.gov](mailto:BidQuestions@dor.ms.gov)

**7.5.2** Questions and requests for clarification must be submitted via email during normal business hours by the deadline reflected in Section II, 4.0, Procurement Timeline. Questions received after this time will not be considered.

**7.5.3** All questions and answers shall be treated as amendments to the RFQF. See Section II, 7.6 below. Therefore, all questions received by DOR in a timely manner will be answered and issued in the form of amendments to each vendor that received the RFQF. Additionally, the questions and answers will be published on the DOR website ([www.dor.ms.gov](http://www.dor.ms.gov)) in a manner that all bidders will be able to view by the date and time reflected in Section II, 4.0, Procurement Time Line.

**7.5.4** It shall be incumbent upon all Bidders to understand the provisions of the scope of services and to obtain clarification by the time reflected in Section II, 4.0,

Procurement Timeline. Bidders are responsible for following up to see that any correspondence or communications are properly received.

- 7.5.5** DOR will not be bound by any verbal or written information that is not contained within this RFQF unless formally noticed and issued by:

Erica Green, Procurement Officer II

Email: [erica.green@dor.ms.gov](mailto:erica.green@dor.ms.gov)

## **7.6 Amendments to the Invitation for Bid**

- 7.6.1** The Administrative Services Division of the Department of Revenue will prepare a written response to all inquiries and post this information on the Department of Revenue website [www.dor.ms.gov](http://www.dor.ms.gov) in a manner all bidders will be able to view. Respondents shall rely only on this bid and any communication from the Administrative Services Division of the Department of Revenue in submitting bids. The Department of Revenue's Purchasing Division shall not be bound by any oral communications; bidders who rely upon any oral communications regarding the Bid do so at their own risk.

- 7.6.2** Additionally, each bidder shall complete Attachment H, Acknowledgement of Amendments and include this form as parts of its bid packet.

## **7.7 Withdrawal of Bid**

- 7.7.1** If a bid is substantially lower than those of other bidders, a mistake may have been made.

- 7.7.2** A bidder may withdraw its bid from consideration if certain conditions are met:

- (1) The bid is submitted in good faith;
- (2) The price bid is substantially lower than those of other bidders because of a mistake;
- (3) The mistake is a clerical error, not an error of judgment; and
- (4) Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the bid demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material.

- 7.7.3** To withdraw a bid after bid opening, the bidder must show either (a) a mistake that is clearly evident on the bid document, but the intended correct bid is not similarly evident; or (b) proof of evidentiary value which clearly and convincingly demonstrates that a mistake was made.

## **7.8 Prequalification of Suppliers**

Supplier should include specifications, literature, samples, etc. with their quotes. Upon completion of the quote evaluation, the Department of Revenue will email the vendor or vendors who have

submitted and meet all requirements outlined in the RFQF to participate in the Reverse Auction process.

## **7.9 Bid Evaluation**

Contracts and purchases will be made or entered into with the lowest, responsible and responsive bidder meeting specifications. Factors to be considered in determining the lowest, responsible bidder include:

- Price
- Conformity
- Responsibility of Bidder
- Bidder's ability to deliver as per specifications
- Reference response
- Qualified to contract with the State of Mississippi

## **7.10 Award Notice**

Suppliers should be advised no award will automatically result from a reverse auction. DOR will review the results of the auction and make a determination. After the Department of Revenue makes the award, official notification will be sent to all participating vendors. This information will be released in written form via email and/or letter. The Department of Revenue will not respond to telephone calls requesting the information. Actions taken by a bidder before the receipt of the official notification will be at the bidder's own risk, and the Department of Revenue will not be responsible for such actions. If the purchase is for an amount greater than \$50,000, such award shall be subject to approval of the purchase by the Office of Purchasing, Travel and Fleet Management (*OPTFM*).

## **7.11 Right to Protest**

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Bid Coordinator or the Commissioner of the Mississippi Department of Revenue. The protest shall be submitted in writing within seven (7) days after notification is received. The written protest letter shall contain an explanation of the basis of the protest. A protest is considered submitted when received by the Bid Coordinator or Commissioner of the Mississippi Department of Revenue. To expedite handling the protest, the envelope should be labeled "Protest". Protest filed after normal business hours on the seventh day will not be considered.

## **7.12 Opening Procedures**

Bids will not be opened publicly. Bids will be made available for inspection only after award of contract.

## **7.13 Bid Ownership**

All bids become DOR property. Bids will be made available for inspection only after award of contract. For this reason, proprietary material should be clearly labeled as such. The classification of an entire Bid as proprietary or trade secret is not acceptable and may result in rejection of the Bid. Request to review proprietary information will be handled in accordance with state law and



applicable procedures. All disclosures of Bid information to interested parties will be made in compliance with DOR policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 26-61-1 et seq., of the Mississippi Code and exceptions found in Section 25-61-9 and 79-23-1.

#### **7.14 Partial Bids Prohibited**

Bids submitted must be all or none. Bids will not be accepted for any part of the total.

#### **7.15 Exceptions and Deviations**

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the Bid form and shall fully describe said exception. Failure to indicate any exception will be interpreted as the proposer's intent to comply fully with the requirements as written. Conditional or qualified bidders, unless specifically allowed, shall be subject to rejection in whole or in part.

#### **7.16 Conflict of Interest**

All bids must be accompanied by a statement disclosing (1) any involvement, financial or otherwise, that an employee, officer, or agent of DOR may have in the proposing organization, and (2) any involvement, financial or otherwise, that any employee, officer of any other governmental agency may have in the proposing organization. Disclosure statement form included in **Attachment J**.

### **8.0 Bid Submission Requirements**

#### **8.1 Submission Format**

The bid package must be sealed and must contain the following:

- 8.1.1** Specifications for Ribbons and Labels (Attachment A)
- 8.1.2** EEV Certification and Agreement (Attachment B)
- 8.1.3** Bid Cover Sheet (Attachment C)
- 8.1.4** Certification (Attachment D)
- 8.1.5** Bid Form (Attachment E)- all pricing must be submitted on the bid form.
- 8.1.6** References (Attachment F) - each bidder must furnish contact information of at least four current references. The reference information should include the contact person, address and phone number for each contract. Failure to list a qualifying client may result in rejection of prospective bidder's bid. DOR will contact these clients as references to evaluate the quality of the bidder's past work and management capabilities. Reference information must be provided as part of the packet submitted for consideration.

MDOR staff must be able to reach two (2) reference contact persons, within two (2) business days of bid opening or receive a response from the reference contact

person within three (3) business days of reference score sheet being mailed to be considered responsive. Further, the bidder must score a minimum of six (6) points on each Reference Score Sheet which will be used by the MDOR staff when interviewing the two (2) references (for a total minimum scoring requirement of twelve (12) points to be considered responsive and/or responsible. Only bidders who are found responsive and responsible will have their bids considered. Bidder may submit as many references as desired. MDOR will begin contacting references at the top of the list and will continue down the list until they have completed Reference Score Sheets for two (2) references. After two (2) score sheets are completed, the reference check process will end.

- 8.1.7 Reference Score Sheet (Attachment G)
- 8.1.8 Acknowledgement of Amendments (Attachment H)
- 8.1.8 Secretary of State Acknowledgement (Attachment I)
- 8.1.10 Conflict of Interest (Attachment J)
- 8.1.11 Live Reverse Auction Participation (Attachment K)

## 8.2 Submission Requirements

- 8.2.1 The original bid packet and two copies of Attachment E shall be signed and submitted in a sealed envelope or package to 500 Clinton Center Drive, Clinton, Mississippi 39056 on or before 12:00 p.m. CST on May 10, 2022.
- 8.2.2 Timely submission of the bid package is the responsibility of the bidder. Bids received after the specified time will be rejected, will not be evaluated and shall remain the procurement file.
- 8.2.3 The envelope or package shall be marked with the bid opening date, time, and the number of the IFB.
- 8.2.4 The time and date of receipt will be indicated on the envelope or package by MDOR.
- 8.2.5 Each page of the bid form and all attachments shall be identified with the name of the bidder.
- 8.2.6 Failure to submit a bid on the bid form provided will be considered cause for rejection of the bid. **Modifications or additions to any portion of the bid document may be cause for rejection of the bid.**
- 8.2.7 Unless submitted in the Mississippi Accountability System for Government Information and Collaboration (MAGIC) system, a packet must be delivered by 12:00 p.m., on May 10, 2022. If submitted in MAGIC documents must be signed and scanned in as an attachment.

- 8.2.8.** MDOR reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive.
- 8.2.9** As a precondition to bid acceptance, MDOR may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.
- 8.2.10** Any bidder claiming that its response contains information exempt from the Mississippi Public Records Act (Mississippi Code Annotated Section 25-61-1, *et seq.*, and 79-23-1), shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption.
- 8.2.11** All bid packages must be received by MDOR on or before 12:00 p.m. CST on May 10, 2022. Bids submitted via facsimile (faxes) **will not** be accepted. It is suggested that if a bid is mailed to MDOR, it should be posted in certified mail with a return receipt requested. The only acceptable evidence to establish the date of mailing is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper, MDOR will not be responsible for mail delays or lost mail.
- 8.2.12** Sealed bids should be mailed or hand-delivered to and labeled as follows:

Mississippi Department of Revenue  
Attention: Bid Coordinator  
Bid # **3140003022**  
500 Clinton Center Dr.  
Clinton MS 39056  
SEALED BID – DO NOT OPEN

## **9.0 Late Submission**

No late bids, modifications or withdrawals will be considered unless receipt would have been timely but for the action or inaction of MDOR personnel directly involved with the procurement activity. Late bids or responses shall remain sealed and be maintained as part of the procurement file.

## **10.0 Reverse Auction**

All qualified bidders are required to participate in the reverse auction process. Bidders must ensure technical requirements are met.

#### Acceptable Internet Browser(s)

- Microsoft Internet Explorer (IE) version 11
- Firefox versions 51 or lower
- Google Chrome versions 49 and above (will need to download and install a Chrome Extension called “IE Tab Extension”)

#### Unsupported Internet Browser(s)

- Microsoft Internet Explorer (IE) version 10 or below
- Microsoft Edge
- Google Chrome
- Safari
- Firefox version 52 and above

Note: Pop-up blocker must be turned off

#### Java

- Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site.

<https://www.java.com/en/download/>

#### **Login Procedure**

Vendors must be registered in MAGIC to receive a User ID and password to log in. Vendors who are new to MAGIC may visit the Vendor Information page on DFA’s website, or register online, Vendor Registration. To log into MAGIC, open the URL: <https://portal.magic.ms.gov/irj/portal>. Enter User ID and password. The password is case sensitive.

## Section III

### How to Create an RFx Response



## Create an RFx Response

Work

Instruction

Transaction Code(s):

### **Purpose**

Use this procedure to submit an RFx Response.

### **Trigger**

Perform this procedure when your company would like to respond to a RFx invitation.

### **Menu Path**

N/A

### **Transaction Code**

### **Helpful Hints**

Attachments should include blueprint, Statement of work, Material list, or other informational documents needed to help select an RFx response.

RFx Response is a bid to complete work or provide products to the State of Mississippi.



Procedure

1. Start the transaction.

Work Center Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer

Procedure



2. Click RFx and Auctions Icon.

Active Queries

Event Number	RFX Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3160000236	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	8000000036	Submitted		
3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
3160000283	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
3160000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
3160000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

3. As required, complete/review the following fields:

Field R/O/C Description		
RFx Number:	Required	<b>Example:</b> 3160000291

**Active Queries**

The screenshot shows the 'Active Queries' window. At the top, it indicates 'eRFxs' with filters for 'All (23)', 'Published (1)', 'Ended (0)', and 'Completed (1)'. Below this, there are search criteria fields: 'RFx Number' (set to 3160000291), 'RFx Status', 'My Responses From', 'Smart Number', 'Agency', 'Commodity', and 'Buyer'. Each field has a search icon and a 'To' field. There are 'Apply' and 'Clear' buttons. Below the search fields is a toolbar with 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. The main area contains a table with the following data:

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3160000298	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	8000000038	Submitted		
3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
3160000283	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
3160000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
3160000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

4. Click Apply **Apply** to apply the search criteria.

This screenshot is identical to the one above, showing the 'Active Queries' window with the same search criteria and table of results. The 'Apply' button is highlighted in yellow, indicating it has been clicked.

## Active Queries

Active Queries

eRFxs **All (23)** Published (1) Ended (0) Completed (1)  
 Without Category Assignment [New Query \(0\)](#)

eRFxs - All

Hide Quick Criteria Maintenance

Rfx Number:  To

Rfx Status:

My Responses From:

Smart Number:

Agency:  To

Commodity:  To

Buyer:  To

View: [Standard View]

Event Number	Rfx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
<a href="#">3180000296</a>	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	<a href="#">8000000038</a>	Submitted		
<a href="#">3180000292</a>	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
<a href="#">3180000291</a>	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
<a href="#">3180000283</a>	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created	1	
<a href="#">3180000282</a>	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
<a href="#">3180000281</a>	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

- Click Hide Quick Criteria Maintenance

## Active Queries

Active Queries

eRFxs **All (1)** Published (1) Ended (0) Completed (1)  
 Without Category Assignment [New Query \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View]

Event Number	Rfx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
<a href="#">3180000291</a>	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	

3180000291



6. Click 3160000291 .

### Display RFX 3160000291

7. Click Participate **Participate**. This step is required and notifies the SoMs your intent to create a RFX response.

8. Click Create Response **Create Response**.

### Create RFX Response

9. Click Questions **Questions** to view the required buyer questions.

10. As required, complete/review the following fields:

Field	R/O/C	Description
How long has your company been in business (Specify in years):	Required	<b>Example:</b> 7

11. Click Yes  Yes .

**Create RFX Response**

**Create RFX Response** [Help](#)

RFX Response Number 6000000038    RFX Number 3160000291    Status In Process    Submission Deadline 12/31/2014 13:30:00 CST    Opening Date 01/10/2015 00:00:00 CST  
 Remaining Time 338 Days 02:31:55    RFX Owner Mr. Sims Harman    Target Value 0.00 USD    RFX Response Version Number Active Version    RFX Version Number 1

Attribute Does the vendor accept the required contractual te is mandatory; maintain attribute value  
 Attribute How long has your company been in business (Specif is mandatory; maintain attribute value)

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers ( 0 )

**RFX Information**    Items    Notes and Attachments    Conditions    Summary    Tracking

Basic Data    **Questions**    Notes and Attachments    Conditions    Payment

Question	Reply	Comment
How long has your company been in business (Specify in years): *	<input type="text" value="7"/> YR	<input type="text"/>
Does the vendor accept the required contractual terms and conditions: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers ( 0 )

12. Click Notes and Attachments . [Notes and Attachments](#)

13. Click Items . **Items**

### Create RFx Response

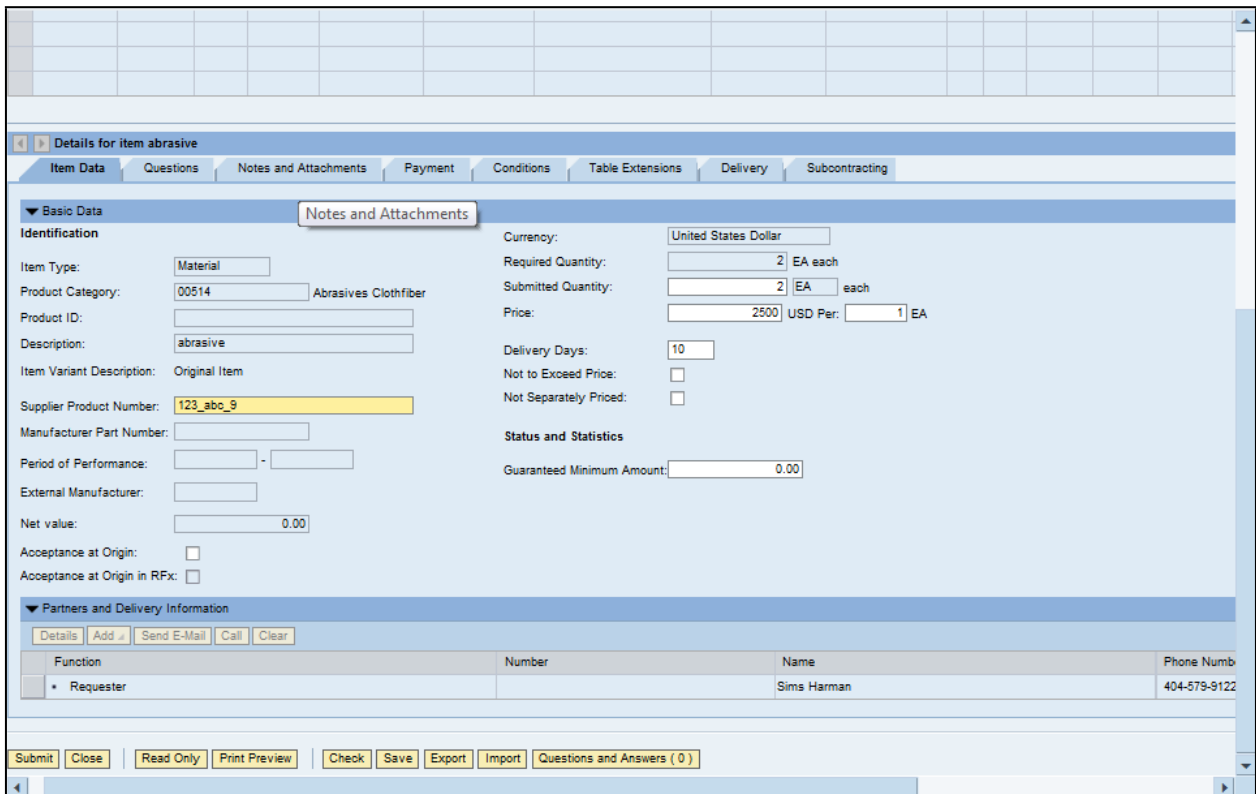
14. Click Details button **Details**

### Create RFx Response

15. As required, complete/review the following fields:

Field R/O/C Description		
Price:	Required	<b>Example:</b> 2500
Delivery Days:	Required	<b>Example:</b> 10
Supplier Product Number:	Required	<b>Example:</b> 123_abc_9

### Create RFx Response



**Details for item abrasive**

Item Data | Questions | Notes and Attachments | Payment | Conditions | Table Extensions | Delivery | Subcontracting

▼ Basic Data Notes and Attachments

**Identification**

Item Type: Material  
 Product Category: 00514 Abrasives Clothfiber  
 Product ID:  
 Description: abrasive  
 Item Variant Description: Original Item  
 Supplier Product Number: 123\_abc\_9  
 Manufacturer Part Number:  
 Period of Performance: -  
 External Manufacturer:  
 Net value: 0.00

Currency: United States Dollar  
 Required Quantity: 2 EA each  
 Submitted Quantity: 2 EA each  
 Price: 2500 USD Per: 1 EA  
 Delivery Days: 10  
 Not to Exceed Price:   
 Not Separately Priced:

**Status and Statistics**

Guaranteed Minimum Amount: 0.00

▼ Partners and Delivery Information

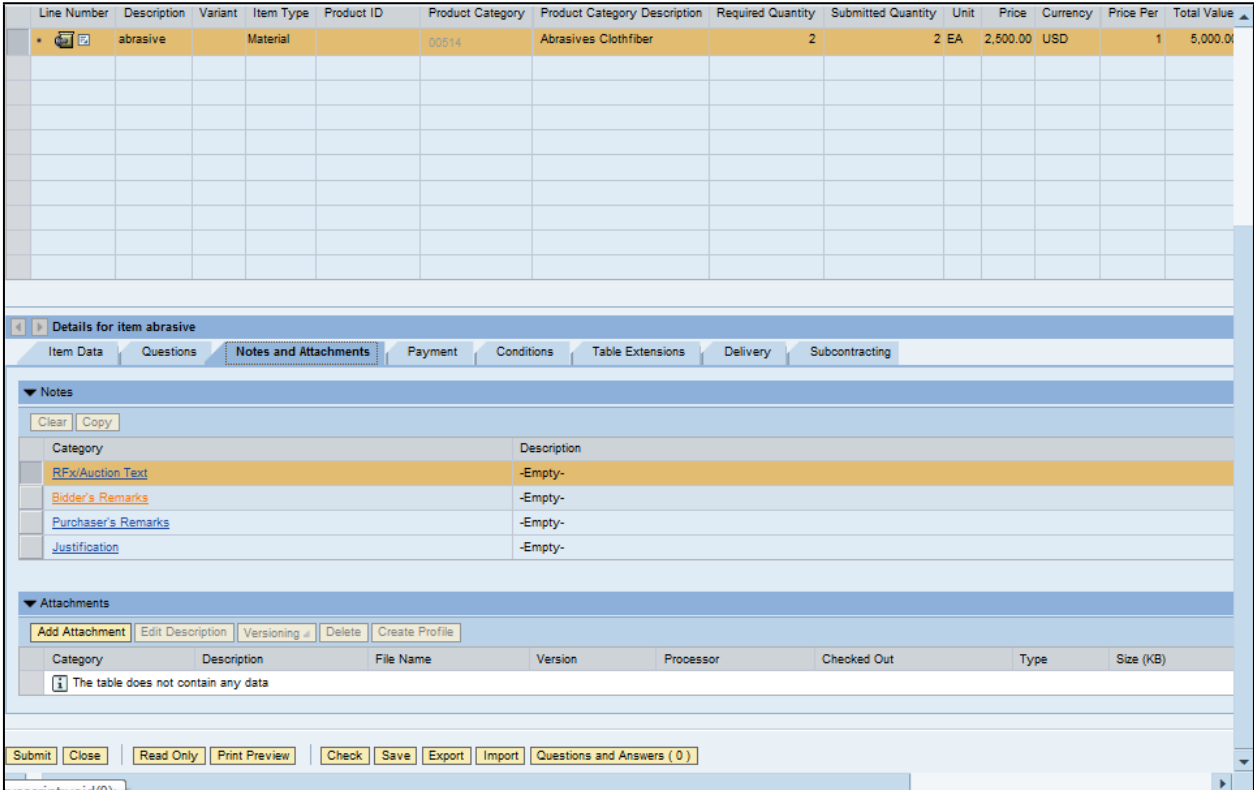
Details | Add | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
Requester		Sims Harman	404-573-5122

Submit | Close | Read Only | Print Preview | Check | Save | Export | Import | Questions and Answers (0)

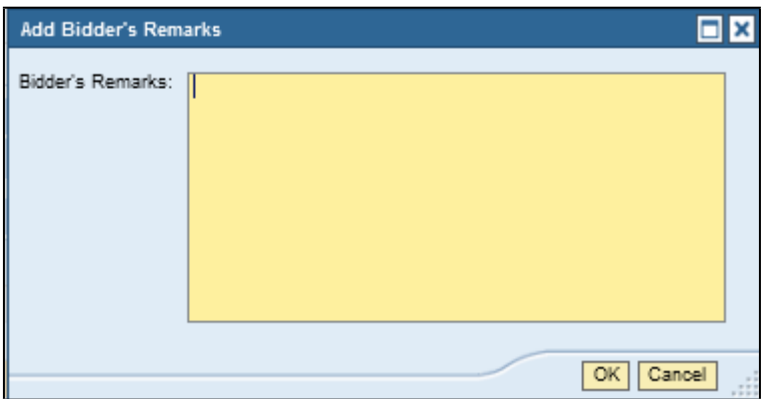
16. Click Notes and Attachments tab **Notes and Attachments**

**Create RFX Response**



17. Click Bidder's Remarks **Bidder's Remarks**

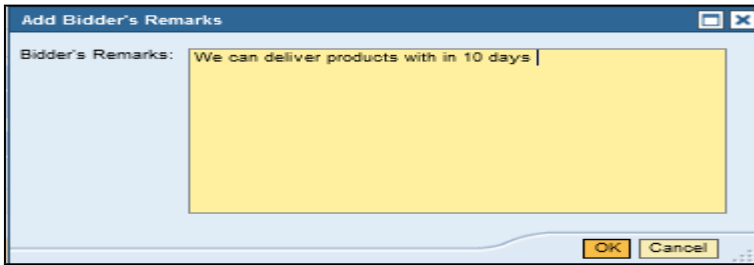
**Add Bidder's Remarks**



18. As required, complete/review the following fields:

Field R/O/C Description		
Bidder's Remarks:	Required	<b>Example:</b> We can deliver products within 10 days

## Add Bidder's Remarks



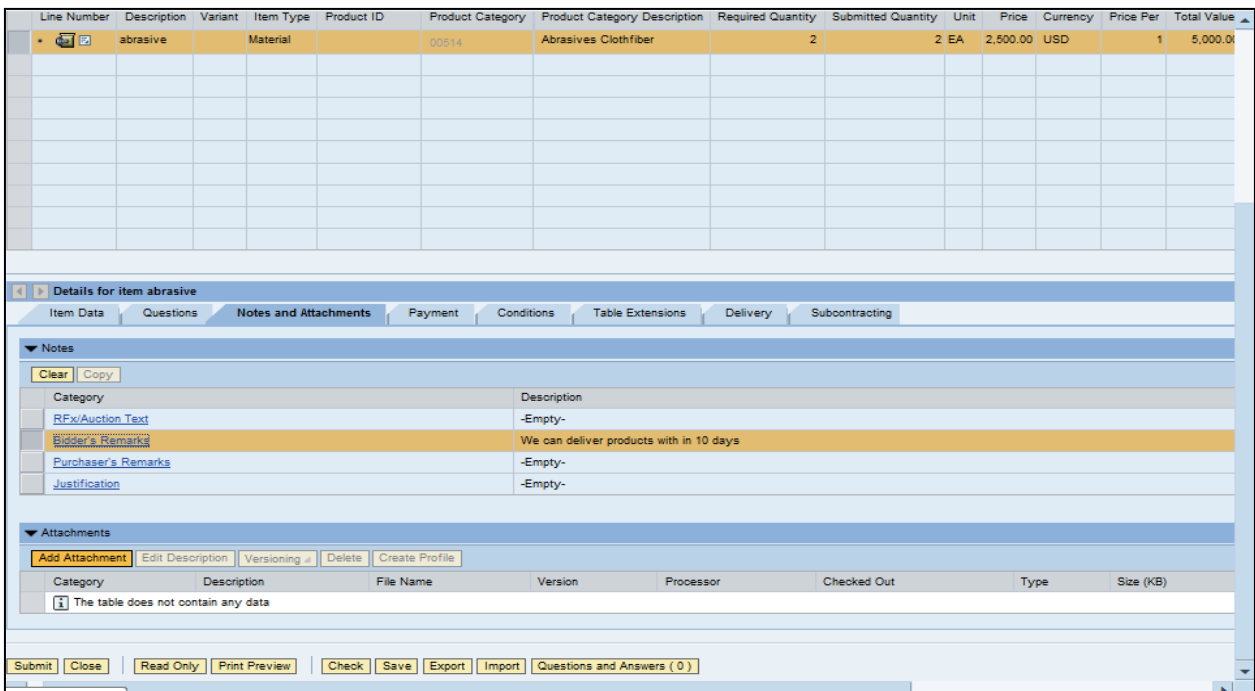
Add Bidder's Remarks

Bidder's Remarks: We can deliver products with in 10 days

OK Cancel

19. Click OK .

## Create RFx Response



Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
1	abrasive		Material	00014	Abrasives Clothfiber	Abrasives Clothfiber	2	2	EA	2,500.00	USD	1	5,000.00

Details for item abrasive

Item Data Questions Notes and Attachments Payment Conditions Table Extensions Delivery Subcontracting

Notes

Clear Copy

Category	Description
RFx/Auction Text	-Empty-
Bidder's Remarks	We can deliver products with in 10 days
Purchaser's Remarks	-Empty-
Justification	-Empty-

Attachments

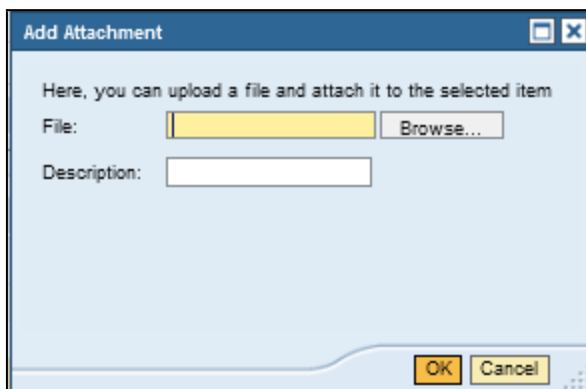
Add Attachment Edit Description Versioning Delete Create Profile

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
The table does not contain any data							

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)

20. Click Add Attachment .

## Add Attachment



Add Attachment

Here, you can upload a file and attach it to the selected item

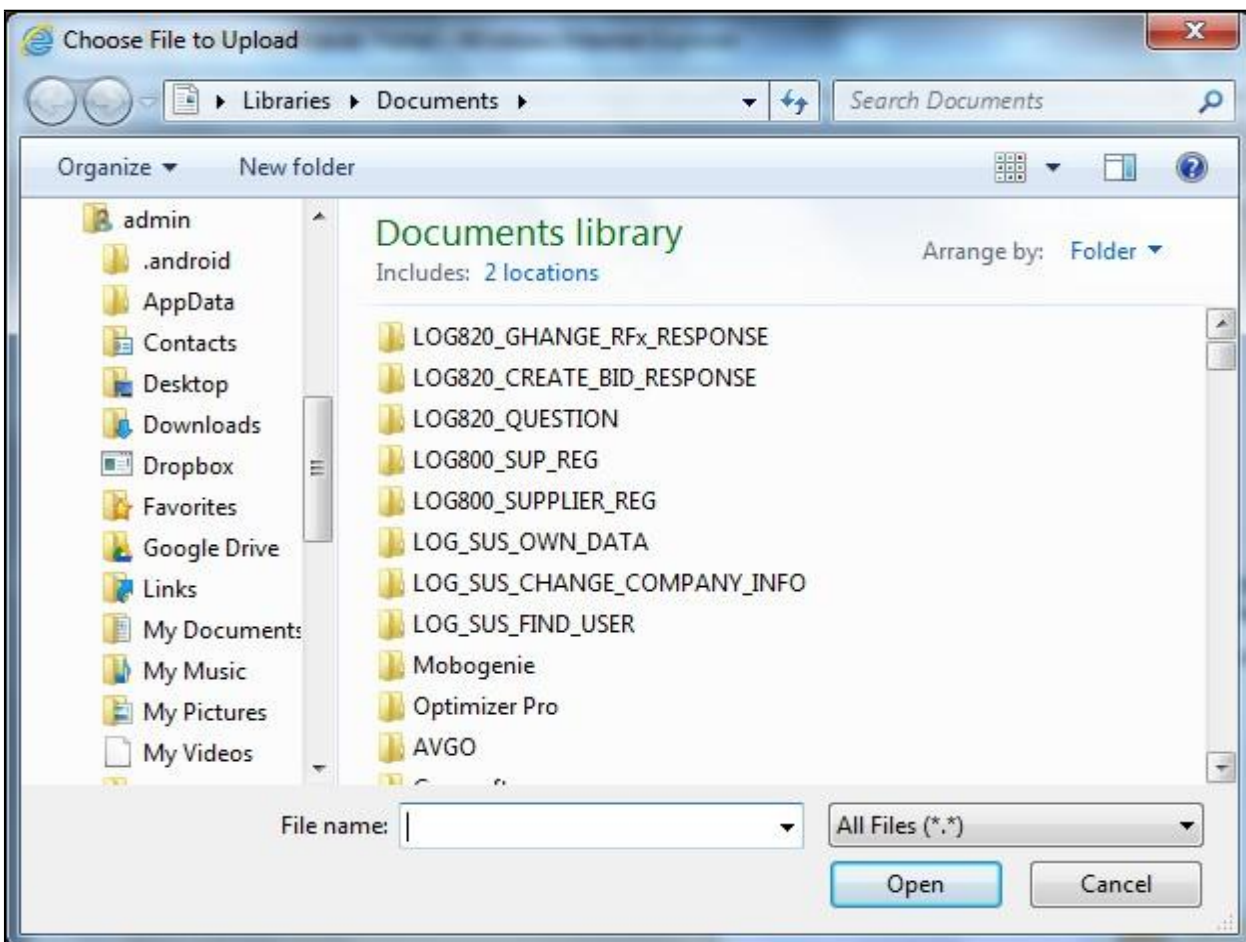
File:  Browse...

Description:

OK Cancel

21. Click  .

### Choose File to Upload

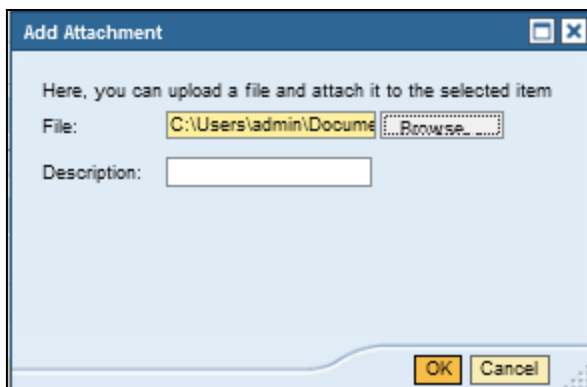


22. Click Page down  .

23. Click  .

24. Click Open  .

### Add Attachment

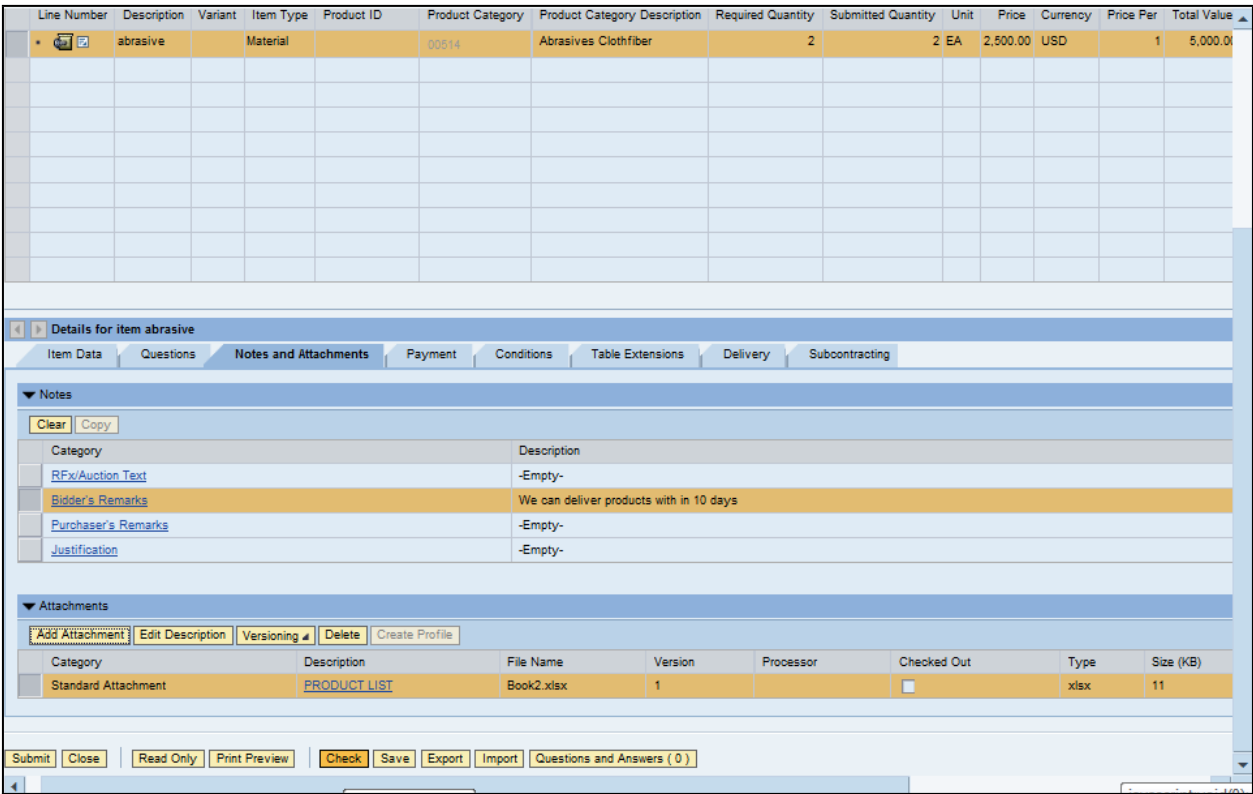


25. As required, complete/review the following fields:

Field R/O/C Description		
Description:	Required	<b>Example:</b> Product List

26. Click OK .

**Create RFX Response**



The screenshot shows a software interface for creating an RFX response. At the top is a table with columns: Line Number, Description, Variant, Item Type, Product ID, Product Category, Product Category Description, Required Quantity, Submitted Quantity, Unit, Price, Currency, Price Per, and Total Value. The first row contains: 1, abrasive, , Material, , 00514, Abrasives Clothfiber, 2, 2 EA, 2,500.00, USD, 1, 5,000.00.

Below the table is a 'Details for item abrasive' panel with tabs: Item Data, Questions, Notes and Attachments, Payment, Conditions, Table Extensions, Delivery, and Subcontracting. The 'Notes and Attachments' tab is active.

The 'Notes' section has a 'Clear' and 'Copy' button. It contains a table with columns 'Category' and 'Description':

Category	Description
RFx/Auction Text	-Empty-
Bidder's Remarks	We can deliver products with in 10 days
Purchaser's Remarks	-Empty-
Justification	-Empty-

The 'Attachments' section has buttons: Add Attachment, Edit Description, Versioning, Delete, and Create Profile. It contains a table with columns: Category, Description, File Name, Version, Processor, Checked Out, Type, and Size (KB):

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Standard Attachment	PRODUCT LIST	Book2.xlsx	1	Processor	<input type="checkbox"/>	xlsx	11

At the bottom of the interface are buttons: Submit, Close, Read Only, Print Preview, Check, Save, Export, Import, and Questions and Answers (0).

27. Click Check .

28. Click Submit .





## **Section IV**

### **Special Instructions**

**The following section provides a DFA MAGIC Reverse Auction Bidder's Training Guide. It includes detailed instructions on how to access the reverse auction event, including how to gain access to the system utilized and what technical requirements may be involved. However, no supplier may be prohibited from participating in person by paper through surrogate bidding.**

## **MAGIC Reverse Auction Bidders Training Guide**



The MAGIC Reverse Auction Bidders Training Guide provides instructions for vendors to participate in Reverse Auctions. Vendors have the ability to submit bids electronically and view real time bid ranking. The identity of participating bidders will not be displayed to other bidders throughout the online auction process. However, bidders will be able to see the current best bid.

### **Contents**

#### **Technical Requirements**

##### **Login Procedure**

##### **View Available Reverse Auctions**

###### **Search for Auction(s)**

###### **Display Auction Details**

###### **Display Line Items**

###### **Display Notes and Attachments**

##### **Participating in a Live Auction**

###### **Live Auction Cockpit**







###### **Chat and System Messages**

###### **Pausing and/or Resuming an Auction**
















## **MAGIC Reverse Auction Bidders Guide**

### **Technical Requirements**

Bidders are responsible for ensuring technical requirements are met. Acceptable Internet Browser(s)



-    Microsoft Internet Explorer (IE) version 11
-    Google Chrome versions 49 and above (will need to download and install a Chrome Extension called "IE Tab Extension")

Unsupported Internet Browser(s)

-    Microsoft Internet Explorer (IE) version 10 or below
-    Microsoft Edge
-    Google Chrome
-    Safari
-    Firefox

Note: Pop-up blocker must be turned off.

Java

-    Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site.  
<https://www.java.com/en/download/>



## Login Procedure

Vendors must be registered in MAGIC to receive a User ID and password to log in. Vendors who are new to MAGIC may visit the [Vendor Information page](#) on DFA's Web Site, or register online, [Vendor Registration](#).

To Log into MAGIC, open the following URL: <https://portal.magic.ms.gov/irj/portal>. Enter User ID and Password. The password is case sensitive.

## MAGIC Reverse Auction Bidders Guide


### View Available Reverse Auctions

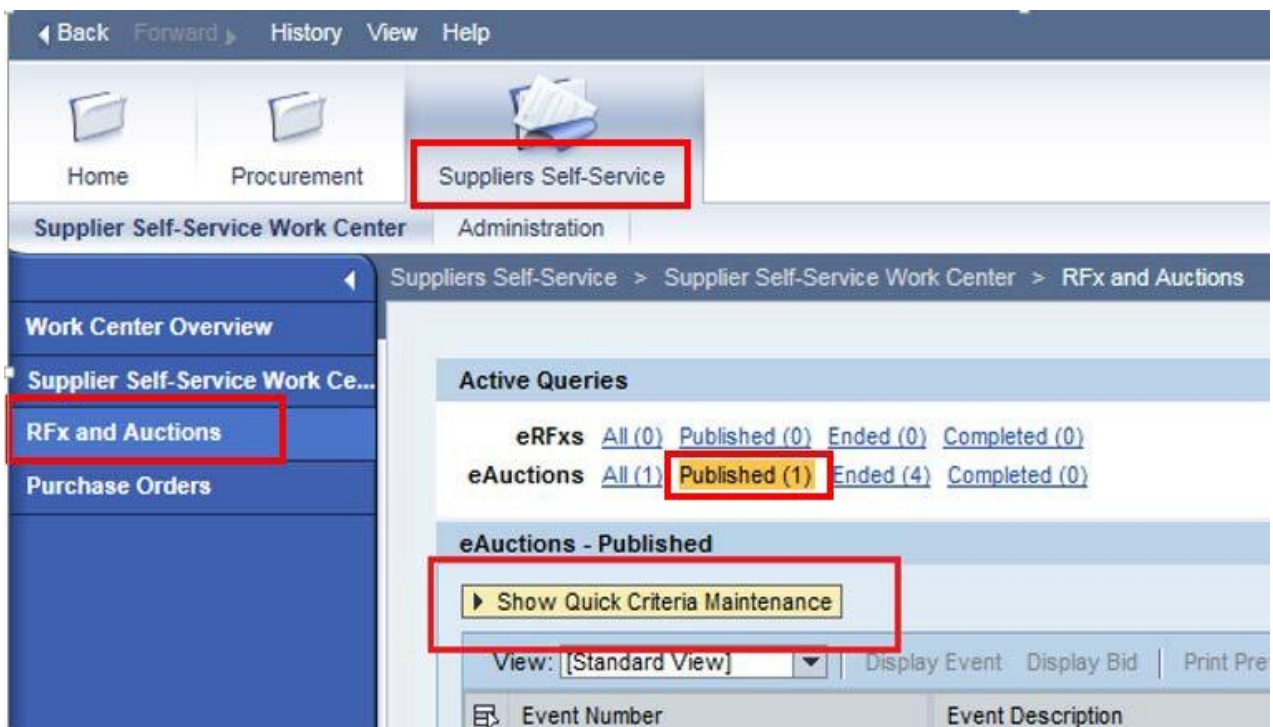
### Search for Auction(s)

Listed below are the steps to search for a bid response.

- 1.) **Bidders must first respond to the RFx (RFQF) to be able to participate in the Reverse Auction.** Instructions for creating a response to an RFx are available here, [RFx Response -Supplier Self Service](#).
  - The RFx (RFQF)– Bid Specifications will provide details for qualifying criteria. Only bidders qualified through the RFx (RFOF) will be invited to participate in Reverse Auctions.

- 2.) To search for auctions, click on the **Suppliers Self-Service** tab.
- 3.) Select **RFx and Auctions** in the navigation menu on the left of the screen.
- 4.) Select the **Published** link on the eAuctions line of the Active Queries section.

Note: If the search fields are not visible, click the  button to expand the search criteria.



## MAGIC Reverse Auction Bidders Guide

- 5.) Enter the search criteria. To find all available bid opportunities, skip to step (f).
  - A. Select **All** or **Published** to search for available Events (eAuctions).
  - B. Enter the appropriate *Quick Criteria Maintenance* fields: **Event Number** (Auction number) or complete any optional relevant search criteria.
  - C. Click on **Apply** to view all Auctions based on your search criteria.

D. To generate an updated search using the same selection criteria, click **Refresh** or skip to step (7).

6.) Click **Apply** to find available bid opportunities.

7.) In the results list, click on the **Event Number** to open the Auction details in a separate window. (Pop-up blocker must be turned off.)



The screenshot shows the MAGIC web application interface. The main content area displays search results for eAuctions. The search criteria section is highlighted with a red box, showing filters for Event Number (3300000092), Event Status, Creation Date, Deadline Date Flag, Status, My RFx Responses From, and Smart Number. Below the search criteria, there are 'Apply' and 'Clear' buttons. A 'Refresh' button is also highlighted. The results table below shows one entry:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Bid Number	Bid Status
<a href="#">3300000092</a>	1130-18-R-RAEX-00002	English Auction	Active	10/20/2017	10/27/2017		No Bid Created

## MAGIC Reverse Auction Bidders Guide

### Display Auction Details

Listed below are the steps view the auction details and information regarding the auction.

1.) The Auction Details screen will be displayed. It is important to review the details prior to the Auction begin time. Bidding will not be available prior to the Auction Start Date / Time.

The table below list the fields and a brief description of the information available on the Auction Parameters sub-tab of the Auction Information tab.



**Display Auction: 330000092**

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 330000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD

Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | Items | Notes and Attachments

Auction Parameters | Notes and Attachments

**Identification**

Name: 1130-18-R-RAEX-00002  
 Type: English Auction  
 Product Category:  
 Currency: USD

**Dates**

Start Date: 10/20/2017 01:58:45 pm  
 End Date: 10/27/2017 01:00:00 am  
 Time Zone: CST

**Event Parameters**

Bid Decrement: Absolute  
 Bid Validation: New bid must beat overall best bid  
 Follow On Document: Contract  
 Sequential Line Items:   
 Sequential Initial Duration: 0  
 Sequential End-Time Gap: 0

**Automatic Extensions:**

Remaining Time Trigger: 0  
 Extension Period: 0  
 Number of Extensions: 0

**Status and Statistics**

Creation Date: 10/03/2017 04:27:46 pm  
 Created By: SRMBUYER04

Section	Field Name	Description
Identification	Name	Smart Number with details related to the RFx
	Type	English Auction is the standard for State of Mississippi
	Product Category	The 5-digit NIGP code (optional)
	Currency	US Dollar (USD)
Dates	Start Date	Begin Date and Time for the Live Auction
	End Date	Date and Time of Live Auction completion
	Time Zone	Central Standard Time (CST)
Event Parameters	Bid Decrement	The amount/percentage by which the next bid must decrease relevant to the current lowest bid.
	Bid Validation	Logic used to determine if the bid is valid.
	Follow On Document	Contract or Purchase Order
	Sequential Line Items	Enables sequential line-item functionality to stagger end times.
	Sequential Initial Duration	The amount of time in between each line-item end time.
	Sequential End-Time Gap	The time between item end times.
Automatic	Remaining Time Trigger	The time before the end of the auction where an

# MAGIC Reverse Auction Bidders Guide

Extensions	Extension Period	extension can be triggered due to bid activity. Number of minutes, for which the auction will be extended if a bidder submits an offer within the Remaining Time Trigger period.
	Number of Extensions	The number of times an auction can be extended by bid activity within the Remaining Time Trigger.
	Creation Date	The date and time the auction was created.
Status and Statistics	Created By	The UserID of the Agency Buyer who created the auction.

## Display Line Items

Listed below is information regarding the line items associated with the auction.

1.) Click the **Items** tab to view the line items.

**Display Auction: 330000092**

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 330000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD

Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | **Items** | Notes and Attachments

Item Overview

Details | Copy | Paste | Expand All | Collapse All | Filter Settings

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1	Material		TEST 01		1,000	AU	10.000,00	10,00		0 / 0	0 / 0
2	Material		TEST 02		1,000	AU	10.000,00	10,00		0 / 0	0 / 0
3	Material		TEST 03		1,000	EA	10.000,00	10,00		0 / 0	0 / 0
4	Material		TEST 04		1,000	EA	10.000,00	10,00		0 / 0	0 / 0

If the items are in **Lots**, the main items will be listed with individual lot items below.

Number 3300000165 | Name 1130-18-R-RFQ-00037 | Type English Auction | Status Saved | Number of Bidders 11

Auction Information | Bidders | **Items** | Notes and Attachments | Bidder View | Tracking

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete

Line Number	Item Type	Product ID	Description	Lot	Product Category	Quantity	Unit	Start Price	Reference Price	Reserve Price	Price Unit	Bid Decrement
1			APRONS	<input checked="" type="checkbox"/>				0.00	0.00	0.00		
1.1	Material		Big		10004	300	EA		0.00			1
1.2	Material		Small		10004	400	EA		0.00			1
1.3	Material		Medium		10004	300	EA		0.00			1
2			UNIFORM	<input checked="" type="checkbox"/>				0.00	0.00	0.00		
2.1	Material		Big		10004	300	EA		0.00			1
2.2	Material		Small		10004	400	EA		0.00			1
2.3	Material		Medium		10004	300	EA		0.00			1
3			HATS	<input checked="" type="checkbox"/>				0.00	0.00	0.00		
3.1	Material		top hats		10004	1,000	EA		0.00			1
3.2	Material		cow boy hats		10004	5,000	EA		0.00			1
3.3	Material		baseball caps		10004	10,000	EA		0.00			1

2.) To view additional details for a line item, select the desired line and click the **Details** button.





## MAGIC Reverse Auction Bidders Guide

**Display Auction: 330000092**

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 330000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD

Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | **Items** | Notes and Attachments

Item Overview

Details | Copy | Paste | Expand All | Collapse All | Filter Settings

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1	Material	TEST 01			1,000	AU	10,000.00	10,00		0 / 0	0 / 0
2	Material	TEST 02			1,000	AU	10,000.00	10,00		0 / 0	0 / 0
3	Material	TEST 03			1,000	EA	10,000.00	10,00		0 / 0	0 / 0
4	Material	TEST 04			1,000	EA	10,000.00	10,00		0 / 0	0 / 0

3.) The details for the line item will be displayed.

Item 1 : TEST 01

Item Data | Notes and Attachments

Identification

Item Type: Material

Product ID:

Description: TEST 01

Product Category: 86300

Currency, Values and Pricing

Quantity / Unit: 1,000 AU

Price Per Unit: 1 Activity unit

Start Price: 10,000.00 USD

Ceiling Price: 0.00 USD

Bid Decrement Percent: 0.00

The table below list the fields and a brief description of the information available for each line item

Section	Field Name	Description
Identification	Item Name	Type of item (Material)
	Product ID	11-digit material number
	Description	Detailed description of the item
	Product Category	The 5-digit NIGP code
Currency, Values, and Pricing	Quantity /Unit	The number of items / the Unit of Measure (i.e., EA for each)
	Price Per Unit	The individual price based on the Unit of Measure indicated.
	Start Price	Starting bid price of the item (Bids higher than the start price will not be accepted.)
	Ceiling Price	Ceiling Price is not used.
	Bid Decrement Percent	Bid decrement amount if percentage option is selected.
	Bid Decrement	Bid decrement amount if dollar amount option is selected.



## MAGIC Reverse Auction Bidders Guide

### Display Notes and Attachments

Click the **Notes and Attachments** tab to view supporting documents and/or notes associated with the auction.

**Display Auction: 3300000092**

Print Preview | Refresh | Close | **Live Auction**

3 Days 11:31:45 Remaining Time | Number 3300000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD  
Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | Items | **Notes and Attachments**

▼ Notes

Add | Clear

Assigned To	Category	Text Preview

▼ Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by
Document Header	Standard Attachment	test	3160000714.MHTML	1		<input type="checkbox"/>	MHTML	55	SRMBUYER04

### Participating in a Live Auction

After completing the steps above to find a desired auction, the steps below can be used to participate in the Live Auction process.

1.) With the Auction displayed, click the **Live Auction** button.

**Display Auction: 3300000092**

Print Preview | Refresh | Close | **Live Auction**

3 Days 11:25:52 Remaining Time | Number 3300000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD  
Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | Items | Notes and Attachments

2.) A pop-up window will appear containing Terms and Conditions to participate in the Live Auction. Review all terms and conditions. If you agree, click **Accept**. If you click **Decline** you will not be allowed to participate in the Live Auction.



If the agency did not establish Terms and Conditions this screen will not be displayed.



## MAGIC Reverse Auction Bidders Guide

3.) If any pop-ups appear asking for a confirmation to run the JAVA application, click **Run**.



4.) The Live Auction bidding screen will be displayed. If you receive any error messages, please ask your company's system administrator to verify your computer's technical requirements.

### Live Auction Cockpit

The Live Auction Cockpit will be displayed when the JAVA application has run.

Listed below is information regarding key items for the Live Auction Cockpit. The steps for submitting a response are located on the next page.

## Live Auction Cockpit

Name: 1130-18-R-RFQI-00030 Requester: 1130\_SRGBOS1  
 Number: 3300000163 Currency: USD Start Date: 08/23/2017 10:38:30 AM CDT  
 Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding End Date: 08/23/2017 10:50:00 AM CDT  
 Description: Time Remaining: 00:08:06 (Active)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Pencils	100	each	1	19.00	-	-	-	-	10.00	10.00	
2	Pens	200	Case	1	20.00	-	-	-	-	11.00	11.00	
3	Folders	300	Pail	1	29.00	-	-	-	-	22.00	22.00	
4	Books	400	Drum	1	34.00	-	-	-	-	28.00	28.00	

Total Value of M

Details

History

Charts

Calculation

Item 1

Description Pencils

Quantity 100

Unit each

Price Unit 1

Currency USD

Start Price 19.00

Decrement 0.00

Revision Level

Supplier Text

## MAGIC Reverse Auction Bidders Guide

Field Name	Description
Start Date	Date and Time the Live Auction starts
End Date	Date and Time the Live Auction ends
Time Remaining	The time remaining for the Live Auction
Description	Line-item description
Quantity	Line-item quantity
Unit	Line-item unit
Price Unit	Line-item price per unit
Start Price	The initial price for the line item.
Best Bid	The lowest bid that has been submitted, to date, for that line item. This field will be blank until the first bid has been submitted.
Next Valid Bid	The next price that is allowed to be bid for that line item. It is determined by subtracting the decrement amount from the best bid amount.
Bid Price	Your bid for the item. Your bid should be equal or less than the next valid bid field.  For instructions on how to enter your bid price, see the next page.

## Submitting a Bid Response

The steps below must be completed for each separate line item you wish to bid on.

1. Click desired line item.
2. Enter the price in the **Bid Price** field(s) for the items you wish to bid on.



### Live Auction Cockpit

Name: 1130-18-R-RFQF-00025

Number: 3300000120      Currency: USD

Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding

Description:

Requester: 1130\_SRMBO51

Start Date: 10/16/2017 10:06:00 AM CDT

End Date: 10/19/2017 9:59:00 AM CDT

Time Remaining: 00:00:00 (Ended)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material 01	10	each	1	1,000.00	10.00	1	660.00	6,600.00	660.00	650.00	
2	Test Material 02	12	each	1	1,000.00	10.00	1	660.00	7,920.00	660.00	650.00	
3	Test Material 03	15	each	1	1,500.00	10.00	1	870.00	13,050.00	870.00	860.00	
4	Test Material 04	20	each	1	2,000.00	10.00	1	872.00	17,440.00	872.00	862.00	

Total Value of My Bids 45,010.00
Total Bid Value:
Submit

## MAGIC Reverse Auction Bidders Guide

3. Click the **Submit** button. The submit button may be submitted after each line-item price is entered or after you enter the price for all line items you wish to bid on.

### Live Auction Cockpit

Name: 1130-18-R-RFQF-00025

Number: 3300000120      Currency: USD

Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding

Description:

Requester: 1130\_SRMBO51

Start Date: 10/16/2017 10:06:00 AM CDT

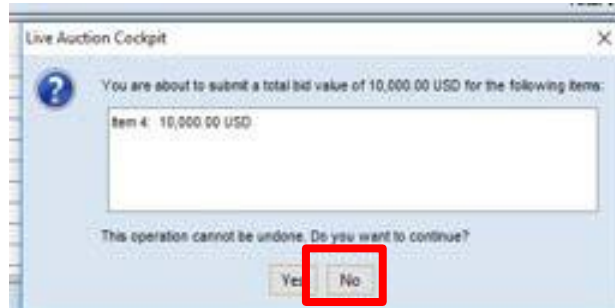
End Date: 10/19/2017 9:59:00 AM CDT

Time Remaining: 00:00:00 (Ended)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material 01	10	each	1	1,000.00	10.00	1	660.00	6,600.00	660.00	650.00	
2	Test Material 02	12	each	1	1,000.00	10.00	1	660.00	7,920.00	660.00	650.00	
3	Test Material 03	15	each	1	1,500.00	10.00	1	870.00	13,050.00	870.00	860.00	
4	Test Material 04	20	each	1	2,000.00	10.00	1	872.00	17,440.00	872.00	862.00	

Total Value of My Bids 45,010.00
Total Bid Value:
Submit

4. A confirmation pop-up window will be displayed. The bid value (by line item) will display the total of the Unit Price times the Quantity for that item. If the bid amount(s) are correct, click **Yes**. If the bid amount(s) are incorrect, click **No** and repeat the steps above to enter the correct bid amounts.



- 5.) A confirmation of a successful bid submission will be displayed in the Chat Window.  
Note: Erroneous bids may be deleted by the agency during the live auction.

#### Chat and System Messages

06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 1 has been successfully submitted  
06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 2 has been successfully submitted  
06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 3 has been successfully submitted

- 6.) Repeat steps 1 – 5 for each desired line item.





## MAGIC Reverse Auction Bidders Guide

### Chat and System Messages

The Chat and System Messages area is used for viewing chat messages from an agency buyer and information messages automatically generated by MAGIC.

Below are helpful hints in using the chat feature:

<b>A bidder CAN:</b>	Send a message to an agency buyer. Type the message in the message box and click <b>Send</b> .
	See broadcast messages from the agency buyer to ALL bidders.
	See messages regarding the status of the auction (e.g., paused, resumed, or extended)
<b>A bidder CANNOT:</b>	Send a message to other bidders of the auction.
	See messages sent to an agency by other bidders.
	See messages sent to other bidders from the agency buyer.

Chat and System Messages    Participating Bidders 5    Purchaser Status Offline     Display Time Stamp    All Messages

Please send me....    Send

# MAGIC Reverse Auction Bidders Guide

## Pausing and/or Resuming an Auction

If necessary, the agency buyer can pause the Live Auction bidding. In such cases, the auction status will be changed from “Active” to “Paused”. A system alert will appear on the screen.



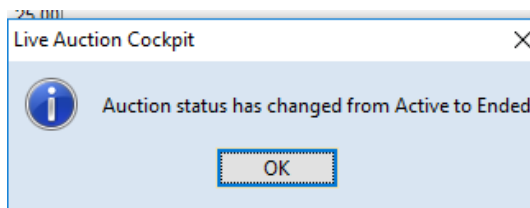
**The countdown clock will not stop running while the auction is paused. The time remaining and end date / time are not affected or extended automatically.**



When the agency buyer resumes the auction the auction status will be changed from “Paused” to “Active”. A system alert will appear on the screen.



Once the auction has ended, a notification will display.





**Section V**  
**Bid Package**

**RIBBONS AND LABELS**

*Be sure to answer and complete each section as requested. All responses must follow the instructions provided.*

## **ATTACHMENT A**

### **RIBBONS AND LABELS**

*Please respond “Yes” or “No” to indicate compliance to the specifications for each listed criterion.*

#### Labels

- Quantity (960,000 per order) estimate
- Size 4” x 3”
- Thermal transfer label
- Fan folded 3 labels per fold (system is currently setup for three-fold)
- Horizontal perforation between each label
- Premium face sheet
- To be used on SATO model #CL 412E-2 & Zebra model # ZT411 Label Printer

#### Ink Ribbons

- Quantity (240 per order) estimate
- Size – 110mm x 410m TR4085
- Black Ink
- Premium Wax
- Resin enhanced ribbon
- To be used on SATO model #CL 412E-2 Label Printer

#### Ink Ribbons

- Quantity (240 per order) estimate
- Size – 106mm x 450m TR4085
- Black Ink/Ink Out Only
- Premium Wax
- Resin enhanced ribbon
- To be used on Zebra model # ZT411 Label Printer

#### Packaging

- Labels should be packed in cartons of at least 8,000 (Two Packs of 4,000 each)
- Each pack of labels should be dust free and individually bagged in plastic before placement in cartons
- Ribbons should be packed 24 rolls per case

#### Delivery

- Delivery is FOB destination point to the following address:

Alcoholic Beverage Control Distribution Center  
1286 Gluckstadt Rd  
Madison, MS 39110

#### Samples

- Winning vendor must provide the following for test purposes on ABC equipment

100 labels and One (1) ribbon for each Label Printer



Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent  
of Contractor / Consultant

SWORN TO AND SUBSCRIBED before me on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

\* As of the effective date of the Mississippi Employment Protection Act, the applicable federal work authorization program is E-Verify™ operated by the U. S. Citizenship and Immigration Services of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.

# ATTACHMENT C

## BID COVER SHEET

The Mississippi Department of Revenue (referred to as “DOR” or “Department”) is seeking to obtain **ribbons and labels** for the shipment of alcoholic beverages by using the Reverse Auction Process for the Alcoholic Beverage Control Distribution Center (“Department” “State” or “ABC”) located at 1286 Gluckstadt Road, Madison County, Mississippi.

Bids are to be submitted as listed below, on or before 12:00 noon CST on May 10, 2022.

### PLEASE MARK YOUR ENVELOPE:

**Mississippi Department of Revenue**  
**Attention: Bid Coordinator**  
**BID #: 3140003022**  
**500 Clinton Center Drive**  
**Clinton, MS 39056**  
**SEALED BID – DO NOT OPEN**

NAME OF COMPANY \_\_\_\_\_

QUOTED BY \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

FEIN # or SS #: \_\_\_\_\_

*NAME AND PHONE NUMBER OF COMPANY REPRESENTATIVE IF DIFFERENT FROM ABOVE*

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**In addition to providing the above contact information, please answer the following questions regarding your company:**

What year was your company started? \_\_\_\_\_

Are you able to provide quality ribbons and labels?

Yes	No
-----	----

Does your company have the ability, capacity, skill and financial resources to perform the work as well as provide the service required?

Yes	No
-----	----

## ATTACHMENT D

### CERTIFICATION

By signing below, the company representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the instructions and specifications for the Request for Quote, RFQ # 3140003022 and Attachments.
2. The company meets all requirements and acknowledges all certifications contained in the Request for Quote, RFQ # 3140003022 and Attachments.
3. The company agrees to all provisions of the Request for Quote, RFQ # 3140003022 and Attachments.
4. The company will perform the services required at the prices quoted on the bid form.
5. The company represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the contractor's bid or proposal.
6. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete and current as of the submission date.
7. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bid.

*[Please execute and return with Bid Materials.]*

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# ATTACHMENT E

## BID FORM

### RIBBONS AND LABELS

Pursuant to the RFQF to be received, I/We \_\_\_\_\_  
\_\_\_\_\_ located at \_\_\_\_\_

do submit our bid form for RFQ # **3140003022**. This bid is made without  
collusion on the part of any person, firm or corporation.

---

#### Quote:

The quote for the Ribbons and Labels will not be used to award the contract. The quote will be used to help determine the starting price for the Reverse Auction.

Item	Qty	Price per Unit	Monthly	Yearly
<b>Labels (per order)</b>	960,000			
<b>Ribbons (per order)</b> SATO - Model #CL 412E-2 110mm x 410m TR4085	240			
<b>Ribbons (per order)</b> Zebra - Model # ZT411 106mm x 450m TR4085	240			

- Quantities are approximate and for reference only.

Exceptions and/or Deviations? Yes\_\_\_ No\_\_\_

If "Yes", please list on an accompanying document.

**RFQ number: 3140003022**

.....  
Company: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Printed name: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**ATTACHMENT F  
REFERENCES**

**REFERENCE #1**

Name of Company: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Alternative Contact Person (optional): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

---

**REFERENCE #2**

Name of Company: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Alternative Contact Person (optional): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

---



**REFERENCE #3**

Name of Company: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Alternative Contact Person (optional): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

---

**REFERENCE #4**

Name of Company: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Alternative Contact Person (optional): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

---

**ATTACHMENT G  
RIBBONS AND LABELS**

**Procurement Reference Score Sheet  
(Return with packet unsigned)**

**TO BE COMPLETED BY AGENCY STAFF ONLY**

**Company Name:** \_\_\_\_\_ **Reference Name:** \_\_\_\_\_

**Person Contacted, Title/Position:** \_\_\_\_\_

**Date/Time Contacted:** \_\_\_\_\_ **Service From/To Dates:** \_\_\_\_\_

Was the vendor able to meet expectations of providing quality ribbons and labels?	Yes	No
Did the vendor generally ship orders in a timely manner?	Yes	No
To the best of the vendor's ability, was the vendor easy to work with?	Yes	No
Did the vendor listen when you had an issue and readily offered a solution?	Yes	No
Were you satisfied with the services provided? If no, please explain.	Yes	No
Would you recommend the vendor?	Yes	No

Offeror must have a minimum of 6 "yes" answers on the questions above from two references (total of 12 "yes" answers) to be considered responsive and for its proposal to be considered.

**Score:** Pass/Fail

Do you have any business, professional or personal interest in the vendor's organization? If yes, please explain.	Yes	No
---	-----	----

A "yes" to the above question may result in an automatic disqualification of the provided reference; therefore, resulting in a score of zero as responses to previous questions become null and void.

Notes:

\_\_\_\_\_  
\_\_\_\_\_.

Called by: \_\_\_\_\_  
Signature Title Date

**ATTACHMENT H**  
**Acknowledgement of Amendments**

Please sign and print at the appropriate statement.

I acknowledge receipt of all amendments associated with **RFQ # 3140003022**.

They are as follows:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Signature**

---

---

There were no amendments associated with **RFQ # 3140003022**.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Signature**

**ATTACHMENT I**

**Secretary of State Acknowledgement**

\_\_\_\_\_, acknowledges that we  
(Vendor Name)

\_\_\_\_\_ are registered with the Secretary of State’s Office.  
(Attach proof)

\_\_\_\_\_ are not registered with the Secretary of State’s Office.

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We, \_\_\_\_\_  
(Vendor Name)

\_\_\_\_\_ will register before the start of the contract and provide proof.

\_\_\_\_\_ will not register.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**ATTACHMENT J**

**Conflict of Interest  
Disclosure Statement**

Conflict of Interest – Involvement, financial or otherwise, that an employee, officer, or agent of DOR may have in the proposing organization; and any involvement, financial or otherwise, that any employee, officer of any other governmental agency may have in the proposing organization.

\_\_\_\_\_, acknowledges that we  
(Vendor Name)

\_\_\_\_\_ do not have a conflicting interest to report.

\_\_\_\_\_ do have a conflicting interest (please disclose below).

Describe the Nature of the Conflicting Interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

**ATTACHMENT K**  
**Live Reverse Auction Participation**

**Depending on Applicability, Initial Items 1 or 2**

\_\_\_\_\_ I/we certify that we request to participate in the Live Reverse Auction, via Surrogate Bidding. I/We understand that we must be physically present at the public bidding location, with the means to submit written bids for each offer made and signed by an authorized agent of the Vendor.

\_\_\_\_\_ I/we certify that we will participate in the Live Auction via MAGIC.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Printed name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail Address \_\_\_\_\_