



Request for Proposals

Mississippi Valley State University

**THIS IS
NOT AN
ORDER**

MVSU #7244 / 14000 Hwy 82-W
Itta Bena MS 38941-1400

Web Address: www.mvsu.edu/purchasing/

Phone No: (662) 254-3319 Fax (662) 254-3314

Proposal Title:	Date:
Integrated Library System	May 5, 2020
Requesting Department:	Proposals No. VSRP#
J. H. White Library / Mantra Henderson	100067
	Number of Pages
	3

Change Order: Addendum 1

Term – End of Month

Bids/Proposals – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All orders will be placed with successful bidder by Official Purchase Order.

Mississippi Valley State University is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** All Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

- This bid/proposal will be awarded on a line by line basis
- This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}
June 10, 2020/ 2:00pm
Mississippi Valley State University
Sutton Administration Bldg. Suite 160
By: Carla T. Williams/ Director of Purchasing
Email: CTWILLIAMS@MVSU.EDU

NOTE: If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waive any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.
We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within _____ days from receipt of the order.

Company Quoting
Terms:
Date:
Phone/Fax:
Official Signature:

[J. H. White Library Integrated Library System RFP]

Addendum 1 Questions & Responses

1. Do you anticipate extending the bid due date?

At this time we do not foresee extending the date past the current due date.

2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Evaluation Criteria	Percentage
Quality Service	20%
Number of current clientele for this type service	15%
Company reputation regarding this type of service	15%
Pricing	35%
Number of years in business	15%

3. Was the bid posted to the nationwide free bid notification website at www.mygovwatch.com?

The State of Mississippi uses the MAGIC Bid Portal for National bidding.

4. Other than your own website, where was this bid posted?

This bid was posted in the Mississippi MAGIC Bid Portal, and the MVSU Website.

5. In the “Change Order” box on the form on the first page, it states RFP responses should be sent in three copies. But p. 2 states RFP responses are to be emailed. Please confirm responses can be sent via email only.

To clarify the statement on the p. 2 Please submit RFP response and/or clarifying questions via email to the following contact:

This statement should read **please submit RFP clarification questions via email to the following contact:**

6. P.2 notes the vendor presentations are to occur June 2-4, but this is prior to the June 10 RFP due date. Please confirm what both of these dates should be.

These dates are set aside for the Vendors to present their software package to the requesting department before the department will make any determinations.

However, due to COVID 19 this process may change to a virtual media session instead of a face to face meeting.

Bidder’s proposals are due in the Office of Purchasing on or before June 10, 2020 at 2:00 p.m. via mail.

7. P. 41 requests cost for a five-year period, but the table on p. 42 shows just 3 years. Please confirm the number of years of cost.

Please use the revised p. 42.

8. Please confirm if we are required to use the pricing table shown on p. 42.

Yes please use the revised table p. 42.

[J. H. White Library Integrated Library System RFP]

Solution	Year 1	Year 2	Year 3	Year 4	Year 5
Total					
Optional Services	Year 1	Year 2	Year 3	Year 4	Year 5
Total with Optional Services					

Contract Terms and Conditions
