



THIS IS NOT AN ORDER

REQUEST FOR

WSEFVHRIWROORZQLHPVHDVWKEPLW RK
ELGQGHDLQRQHFRSIRURKILOHVLEWUHVHUUHMFHSMU
UHMFVDQ\SDUVRI RK ELG< RK TKWRQ ZOO EH LHQ
FRQVLHUDRQLIUHFHLHGQRQOORRPRQRUEHIRUH

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

MUVRGGMHUPVRIVDOHEWUPVDUHH QGVQHNV
FVHHUPVZODSSOSHULVVLVLSLODZ
WVHUPV ZOOQRBHXHRQVDEDVLVIRDDUGQJ
FRQWDFWZHUMQLHUV LPOODFFHSDVEVFRQWZHQHQUHG

SP &
RHPEHU
MUBEHUORG

FRKDQORTKWRQWH DFWHULDOVRKSOHDVQDFDWDQHFHSERQLEQUUDQQDPHQGRPSOHW
VSHFLILFDRQVRIDQDQWGLRQDOVSDFHLVUHTEKCHDVHSDUDHWKRWOHWFURIWQVPLWQ

Table with 5 columns: ITEM, QUANTITY, DESCRIPTION, UNIT PRICE, TOTAL NET PRICE. Description: BID 25-19 Student Organization & Event Management Software, Rfx # 3160006986. Includes a note: PROPOSAL MUST BE RETURNED TO THE UNIVERSITY IN ACCORDANCE WITH THE SPECIFICATIONS...

We quote you as above - F.O.B. The University of Southern Mississippi. Shipment can be made in _____ days from receipt of order. DATE _____ Return quotation to Procurement Services at above address.

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)DLOXUH WR H[DPLQH DQ\ GUDZLQFJWL RQSVH ZILIQ @ DEWHL B QV
ELGGHU↑V ULVN

6DPSOHV RI LWHPV ZKHQ FDOOHG IRU PXVW EH IXUQLV

\$V D SXEOLF HQWLWZHRX WKHMHDVQHX EHG³GLQJ WQRGHRSH
FRPSHWLWLRQ' WR WQVXEXLQRJ RQHDILQJ BQWEIR QVFBQ LQ
SXEOLF RSHQLQJ RI

S PXVW QRW EHI EXIYHUDHHIR UVRWR B WWWELPH %
QG VHDOHQD ZHWDQ G L@GHWIM VRRXWWKIG H
H DQG WKRI GQVHED GGRVHL @ HQHDOXGP VHKW ELG
WKH ORZWKHS DVFNFRJHQH UH @ V N OFDSLHML QH[S U
ER[HV HWF

VW RQHLQD@LDQ@GR@HLJ WLK@H@G@Z@ERIS\ RI
G 7KHU@B@X@L@H@S@W@U@W@DEOH HOHFWURQLF YLUXV PDOZDUH IUHH FRIS\
ULYH @R@Q@W@H@I@E@R@P@WKH UHVSRI@G@L@Q@D@X@B@G@RLQ@WR
UHVSQRVH@S@H@F@W@D@R@L@FI@D@Q@S@\ WK@B@V@L@L@Y@H@U@X@L@V@H@G
V WKH ULJKW WR UHTXHH[V@M@V@D@Q@U@H@V@S@R@Q@V@R@H@S@B@L@R@R@S@W@R@I@WKH
I WKH ELG

)RU \RXU ELG WHRG EHWFR@V@W@G@E@H@U@H@F@V@W@D@F@S@H@D@Q@Q@W@X@B@R@
E\ 30 RI WKH @ID@V@R@S@H@Q@L@L@Q@J@WKRI UHKV@S@R@Q@V@IG@R@L@D@W@R@I@
HQVXUH WKHLU ZL@K@V@Q@W@K@H@L@Y@S@S@R@L@Q@V@H@G@S@V@D@F@F@H@D@J@H@I@L@R@X@
UHFHLYHG LQ %RQG †DOO3 50R RPI WKHEJE G@W@R@S@H@Q@W@Q@Z@L@O@O@
EH FRQVLGHUHG

E ,I \RX DUH PDLOE~~QDJRXUDE~~ BG6 SBRV~~DDO~~ WIRUYIKFH
8QLYHUVLW\ RI 6RXWKHUQ 0LVVLVVLSSL
3URFXUHPHQW 6HUYLEFHV 5)3

D \$Q\ SURYLVLRRQVSGLMBOZDLUPWQQWEDHVG VKRLOGO EHHQXO
0LVVLLVSSLWRBWH\$GGRWLBQGH 9FKGRU
VKDOO QRW GLVFZDULP DVQKHLHPSOLPHGFIKQWQW/DVEILBUWA
SDUWLFXODU SXUSRVH
E \$Q\ OLPLVDDWEIRQLW\ IRU FODLEQJUHOBFWHG WR WKH
L ,QIULQJHPHQW LVVXHV
LL %RGLO\ LQMXU\
LLL 'HDWK
LY 3K\VLFDGDPDSJHUWRQVDDQDQEGORIDQGHRO SWKHS
LQWHQWLRQDOPDQGRZIGXFW RU QHJGRJUHQWDFWV
DQG RU 9HQGRU\ V HPSOR\HHV RU VXEFRQWUDFW
F \$Q\ UHTXLUHPPHQWVWVWWDSDWKLQWQJLWVH\LFCHSWIR
FRQMXQFWLORQZLWQKQSDUGSD\PHQW WBUFFHQWV1HW
PDGH EH\RQG GD\V DQHWXIEHMFQWGRQWHUHVW
G \$Q\ WHUPV DQGGKFRQGUFKLRQVFRQWFWDFWVWKKVWVHFQ
RI WKH 6WDWH RI OLVXFKVLQVSDQFSDQVQDQDLRQTLWH
WHUPV DQG FRQGLWLSROLVDQIRHHZLWKKUHLFQDLZVLSSLVW
H \$Q\ SURYLVLRRQ WHTSDUDDQWVSDQH\HQWVHLQWVUHWVXG
FRVWV DVVRFLDWHDGZLWVQDQV\ROUHJBFH\WVHWKHDQZKLF
DUH RUGHUHG EPSEHFWKQWVWXUFIRVGLFWLRQ

%LG ILOHV FDQQRHGGVGHLLHQDQRUPDEAZRWNHLLQJVKRXGU
SDUWLHV EXWRIQDLDDWZDUGKIKRV EHHQPDGH

,I SXUFKDVH RUFQWU\URHUFRQFWHODHGDEZDFLDGXVGHYRHOVGRU
IDLOXUH WR SHUIRSLRHLQFVHDWHKNDQDQVYUHQGRYH
IURPRXUHLQVHURV\SDSHULGRIPRQWKV

1R DGGHQGXPLQKQEHISVUXLRGZLWVZRD\VSRURUWR
WKH WLPHDQG GDLVGRVSHWUHQWVWKRXCH/VLWUEHFRPHQHF
LVVXH DQ DGGHQGXFGDLVSKLUQRVKSUWFRQWQJWVKEEGRS
GDWH ZLOO EH UHWHDWSDYLVQJPELQVGHQVZHUWKH DGGH

\$OWHUQDWH ELGLVFDXQQOHG/HRTXSDQZDQDQGRW EHFQVLGH

%LGRSHQLQJVWVHGORISHQFRQGWKHSVKHDLZLQGRZHYHU
WR RSHQWKHELGVZLORGEHVKNQGLZQWVFDQAKYHTOXDROLV
SURLVLRRQVRIWVHVSQGFQZLDDVDEHGREGHVWIDWHGRU
LPSOLHG DW WKH BLGKRSFORQHI RSHWVHVEILQJRSHKHLQUGV
ZLOO EHFQVLGHVYHDEOWRVELRQOSWRKFEHVVDQDQDQDEQDQ
UHYLHZ E\ELGGHUQLQURSDUMDQRRVSHUHQXLRUHVGMVSEHOBES
KRZHYHUWKH UHLWXRSVHLQJRDZSDXGOLF LQVSHFWLRQ

3ULFHV TXRWHGRVKNQDQVHUPURUWRKHWRGWWUDFWHRSW
DFFHSWDQFH

7KH ELGGHU XQVFKVWSDQGYUWKLQ\VRMGRSSMKHVQDLV
HTXDO RSSRUWXQLW\HRSORPHDLQVQKQVKSRRQLELVV
XQODZIXOGLQFEWLVHLQBRQLRDFHFRQWVWLRQHDGRIHJIDQ
SK\VLFDOKDQGLFDSQ\GRWREUOLVFKRQDQGUWVRLHQDMGLRQ

\$ FRS\ RI WKH RDQW DDFGDXJH UZD UJ DQW\ DFFRPSDQ\

IURP WKH 9HQG \$UW FLQ/GHVF B HGXOH

\$V DQ DOWHU QDWDYVHV B HGU BGGWHLQ 8QLYHHQV \$M\ RI
6RXWKHUQ 0LVVLVVL BSHLLVL QDSDHOFBVRVQLVF EKIGOUHVKL
RSWLRQ LV DYDLHDTXELQHGLVDQG ZHRVHNLQWLKDDWUBDORSQGH
NHHS LQ PLQG WKDVRQLFWK\DVHFOVHKBWVH FURXJOGVEFK BVC
WKH VXEPLVVLRQ KSHURFIRVH WKH 8QLYHHVVVVWDGLWKLQ\QD
VHDOHG ELGV ZKLFQHGURUH VWKPHLWVWDHGO GQDSYHUQBRU 6KF
FKRRVH WR VXEPLWHVWKFWURJQLVSDROOKH SLQVWUHXFRQLRQZ/
EHORZ XVLQJ WKH IROORZLQJ ZHEVLWH
KWWSV ZZZ PV UBYVGBBLFRQWMDUF2Q +VRPILV6VHLOWH \RX ZL
KHOSIXO OLQNV WR S\REXULHPHQW RZSQS SDMLDUOW\JNLWW
,IQRW DOUHDG\ UNJLVWMPUSBZLQWUWUZY\VO QHHG WR FC
μ6XSSOLHU 5HJLVWURZWL RFXW\WQ\GHP HDSBQFHWV 2QFH
UHJLVWHUHG WKH\FDLQJLQDVOXZIQEWBWBKURQFXBDEFRVR
2SSRUWXQLWLHV¶ ZK\HUHWHIDHVFKDEQ NEH\GRWIGHARGHWKWH
UHVSRRQG WR RU OEB\YEIOWQHN VHQGUFBDFQLV6VHLDQJFR¶ DRUO
FXUUHQW ELGV DQG SDRJ\$RXDOW DRVHFRKL FHLVVLVVLSSL

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A. Introduction / Objective

7KH 'LYLVLRQ RI 6W6\$G HFQW U\$HIOW OV X'GH D SVSKEIDZ/HIE DQ
&DPSXV*URXSV VRIWZ DReady EducatorLGHGD BH QRW GLVVDWL
ZLWK WKH IHDWXU LHWRIWZUDHGE 6 WLSLO'HS B H W P M Q W R L
,QIRUPDWLRQ 7HIFKQPHORWHFXLUHV XWHFXUMRVOKIFLEH V WG
VROXWLRQ DW WKH EHVW SULFH

7KH '6\$ UHTXLUHV DI DXQGWGFLDDE V\ VW IHPD VZ X WKVUW E DV
IDFLOLWDWH FROMPDXEQLFDWMLRQ DDPG QJXGCHG W N W Z W HDQI V D
IDFXOW\ PHPEHUV VKRKH O B I S U Z R R Q H G H V R S D X W R W D F D O
ZRUNIORZV JHQHUDWHU P M D Q L G H I Q J D J H P H S W V U H S R H W W
VXUYH\ V FR FXUULFXODU WUDQVFULS W W D Q G D G Y H U W

8WLQJLQJ RXU FXUDORVZ BGRFGKFEWH K DV Q IO W W K H F R R X W K L V
WR RUJDQLJH DOO FDP SXQG HQM X G H I R H W O I L Q H R Q S S R V W X Q L V
IULHQGO\ IXQFWLRQDOO SDGG V L V M K M R W R U P W H Q B E I O S H O D X V H
DGYHUWLVH HYHQWMIVHFDVLOYHMOLO\ HDSQEGUDVEFHQWR ZLOO E
VWUDWHJLFDOO\ XWH W K L H S O D W X I R O H R O D E V L H R Q W X G H Q W S
EHLQJ UHWDLQHG W K O R X J K L R Q H X G D W E F O R K E L S Q D R W I R U P

ODMRU REMHFWLYHV IXQFWLRQDOLW\

3URYLGH ZHE EDV HGG L Q R L X S P D D D J E P W Q W D S R H W W D O
YLD ERWK GHVNWRSV DQG PRELOH GHYLFHV

6WUHDPOLQH JURXSUPWQ DRUHPHVOXG H I Q I B Q R G J D Q L J D W L
XQLYHUVLW\ G B S Q S U P R H Q W P V

(QDEOH DSSURYLWV UDGPRB W W R F S X M L R R E L R Q I D R W K Z H E
DSSOLFDWLRQV

6WUHDPOLQH FDP SX M H P H G Q H Q E G U F D O V W H P V
(QDEOH FRPPXQLW\WG B Q B C H R S J D J H P H Q M R Q H W R R J D V P L I I

PHVVDJH ERDUGV
3*XHVW XVHU` DFFRXQW F S S B E I S O I E W I S P H W H Q W X G H Q W
DOXPQL DFFRXQWV

3URYLGH IRUP FUHDWLRQWDRQGO VD B O R Z H V D S D E L Z R L W N L F
3URYLGH UHSRUW EXLOGLQJ IORZ I`W E L G H U H E p R R

6WDWH ODZ UKTX&QHYHWKDW R W L H F I Q D Y C H L D Q P R W K H I 9 H Q G R U
D Q G W K D W S D \ P H Q W R I W K Z I L M Q Y L R L F H G L D X V S D R U N H F V H L S W
& R G H 7 K H L Q Y E R L R H Q W K R I X Q G Q G R D Q G O R H U W L V Q F L O K X H G
D Q R U L J L Q D O V H I Q Q R D U W U Y H S U H L J Q D W X U H

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R I D F K H F N W R S D \ I R U S X U F K D V H V I H U I F P S W K L R / Q V I R V O L Q F L W H
W K H E L G U H V S R Q V W X W R I L H W E L I G G J H D U E H W S R Q F V H H S W U W K H
9,6 \$ Š 3 X U F K D V L Q J & B S V D E V O B I Q R D U F F R I S D Q R W Q D G Q Q G P D V
D G G L W L R Q D O V H U Y L F H D I U I J H H W V K R S Q O E Q D W K H V 9, B \$ Š Z L W K
3 X U F K D V L Q J & D U G

D. Length of Agreement

7KH 8QLYHUVLW\ RI SRSXLWKH V Q H O N L V Q D D V D L J Y H H P H Q W Z L W K
S R V V L E L O L W \ R I W Z R 3 Q H D V H U H Q F H Z D G H U S H U L S R L Q V H L Q K E H
V \ V W H P Z L O O Q L Y H H G Q M R O D H V H U W K D Q S D R Q X L D G H V H D P O H W R
V H U Y L F H I U R P W K H W H Q G S H D V G K H G H E D W L R Q D J U H H P H Q W

E. References:

5 H V S R Q G H Q W V P X V W B U R R I Y W G H H H P L Q E R Q F H R P H U U
L Q F O X G L Q J F R Q W D F M D M Q K R U Y P H M P L S R O H F H Q W R I Q X W K R Q S D R S R
V H U Y L F H V L Q W K H O B M W D E D R Q U V K P V K S J L Q M U W H G X F D L V R Q R /

F. Legibility and Organization: Intentionally left blank.

G. Right to Use Proposals in Future Projects

7KH 6WDWH UHVHUMH D O X K D W H L W K W D Z D R U F G M Q L S V U B J S R V D O I
L Q F O X G L Q J D O O S I U R H G X S W R S R Q G I G H U K H W K H Q U H D V X R Q W L Q J W
F R Q W U D F W X D S R W H L E P V H X R H L Q I X W X U V S H R M H H G W W R L E H D L Q
E H V W L Q W H U H V V G R I V R K D G S D E W H G R I E Q J V W Z L Q I Q W H Q G D F R V V
W K D Q R U H T X D O W R W K K D D Z D V S E F I G I S H U R S E V L Q D F R Q G W W H D F W
G H F L V L R Q F R Q F H U Q L Q J W K H X W L O L J D W K R I G B U B M H H F Q G R U Y
D W W K H G L V F U H V D L R Q Q U H T X K U H H W W D W H H D S J U R H S R P H L Q W B H Q V K R U
7KH 6WDWH V G H F L V L R Q W R U H X V H

