



THIS IS NOT AN ORDER

REQUEST FOR

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

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

MUVRGGMHUPVRIVDOHEWUPVDUHH QGVQHNV
FVHUPVZOODSSOSHULVVLVLSLODZ
WVHUPV ZOOQRBXHQVDEDLVIRDDUGQJ
FRQWDFWZHUMQLHUV LPOODFFHSDVEVFRQWZHQHQUHG

SP &
RHPEHU
MUBEHUORG

FRKDQQRWKWRQWH DFDWULDOVVKSOHDVQDFDWDQHFHSEBRLYQUDQQDPHQGRPSOHW
VSHFLILFDRQVRIDQDQWGLQDDOVSDFHLVUHTEGHDVHSDUDHWKRWOHWFURIWQVPLWQ

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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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 ORZWKHDS DVF NFRJHQH UH @ V N OFDSLQML 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 WHR@E@H@W@R@Q@V@W@G@E@H@U@H@F@V@W@D@R@S@H@Q@Q@W@X@B@R@
E\ 30 RI WKH @S@D@W@R@S@H@Q@L@L@Q@J@WKRI UHKV@S@R@Q@V@L@G@R@L@D@W@R@I@
HQVXUH WKHLU ZL@K@V@Q@U@W@K@H@L@Y@S@S@R@L@Q@V@H@G@S@W@D@F@N@D@J@H@I@L@R@X@
UHFHLYHG LQ %RQG †DOO3 5OR RPI WKHEJE G@W@R@S@H@Q@W@Q@Z@L@O@O@
EH FRQVLGHUHG

E ,I \RX DUH PDLOE~~QDJH~~ XUDE BG6 SBRV~~DDO~~ WIRUYIKFH
8QLYHUVLW\ RI 6RXWKHUQ 0LVVLVVLSSL
3URFXUHPHQW 6HUYLEFHV 5)3
&ROOHJH 'ULYH
+DWWLHVEXUJ 06

F ,I \RX DUH H[SUR~~XW~~ ELDG~~SDQ~~ NDJH YH~~LV~~) RGH~~UBO~~ ([SU

D \$Q\ SURYLVLRRQVSGLMBOZDLUPWQQWEDHVG VKRLOGO EHHQXO
0LVVLLVSSLWRQWH\$GRWLBQGH 9FKGRU
VKDOO QRW GLVFZDULP DVQKHLHP SCLPHGJFKVQW/DVEILBUWA
SDUWLFXODU SXUSRVH
E \$Q\ OLPLVDDWEIRQLW\ IRU FODLEQJUHOBFWHG WR WKH
L ,QIULQJHPHQW LVVXHV
LL %RGLO\ LQMXU\
LLL 'HDWK
LY 3K\VLFDGDPDSJHUWRQVDDQDQEGORIDQGHRO SWKHS
LQWHQWLRQDOPDQGRZIGXFW RU QHJGRJUH QW DFWV
DQG RU 9HQGRUJV HPSOR\HHV RU VXEFRQWUDFW
F \$Q\ UHTXLUHPPHQWVWVWDV DWKLVQWQJUMKRVHHLFCHSW IR
FRQMXQFWLRTQZLWVKQSDUG SD\PHQW WBUFFHQWV1HW
PDGH EH\RQG GD\V DQHWXIEHMFQWR RQWHUHVW
G \$Q\ WHUPV DQGGKFRQGUFKLRQV ERQWFLVZVWKKVWVHFQ
RI WKH 6WDWH RI OLVXFKVLQVSDQFSD VIKYQDLRQTLWH
WHUPV DQG FRQGLWLSROLVDRHHZLWKKUHLFADLVVSSL VW
H \$Q\ SURYLVLRRQ WHTSDUDDQWVSDQH\HQVHHLQWSLWHHWXG
FRVWV DVVRFLDWHDGZLWRQ DCR\ROUJBFH\$KHW9KDDGZKL
DUH RUGHUHG EP\$HFRKQWVWXUFIRVGLFWLRQ

%LG ILOHV FDQQRHGGVGHHLHQDQRUPDEA ZRWNHILQJVKRXGU V
SDUWLHV EXW RIQDLDDWZDUGKIKRV EHHQPDGH

,I SXUFKDVH RUFQWU D URHU FFRQFWHODHG DEZDFLDGXVGH YRHQGRU
IDLOXUH WR SHUIR\$UPLRH UGIFXHD WHKNDKODVHYUHQGRYH
IURP RXU ELGWHIRWTD SHULRG RI PRQWKV

1R DGGHQGX ZLQKQEH ISHUXLRGZLWVZRD\V SRURU WR
WKH WLPDQG GDLVGRVSHWUJQW WKRXCH/VDUJEMFRPH QHF
LVVXH DQ DGGHQGXFGDL\$KLUQ RVKSIUWFRQWRJ WKKHEEGRS
GDWH ZLOO EH UHWHDWSDYLVQJPEILGGRHDCVZHU WKH DGGH

\$OWHUQDWH ELGLVFDXCCOHG/HRTXSDQZDQDZHCERW EH FRQVLGH

%LG RSHQLQJVWHGORESHHGRVQGWKH SWKHALZELGGRZHYUHU
WR RSHQWKH ELGVZLORGEHVKNQGLZQWWRDQAKYHTOXDROLV
SURLVLRRQVRI RQKHDSHGQZLDDWDEHGREGHVWIDWHGRU
LPSOLHG DW WKH BLGKRSFORQHI R\$IWHH HVEILGJR SHKHLQUGV
ZLOO EH FRQVLGHHWYHIGOWRVELRQOSWRKFEHV D DQGLDZEDDQRU
UHYLHZ E\ ELGGHUQLQURSDUMDQRRVSHUHQXLRJHVGMV\$XEBR
KRZHYHU WKH UHLWXR\$VHLQJRDZSDXGOLF LQVSHFWLRQ

3ULFHV TXRWHGRVKNQDWHUUPURUWRKHWRGWWUDFWH\$W
DFFHSWDQFH

7KH ELGGHU XQVFKVWSDQGYUWKLW\VRMGR\$SKHVDDQLV
HTXDO RSSRUWXQLW\HIRSORPHDLQVGRKQVHSSRQLELVV
XQODZIXOGLQFEWLVHLQBRQLRDFH FROQDWLURHQDGRVHJJDQ
SK\VLFDGKDQGLFDDQ\GRWREBUOLXFKRWDQGUWPKHQDMGLRQ

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

IURP WKH 9HQG ~~S~~UW FLQ/GHVF ~~R~~HGXOH

\$V DQ DOWHU ~~R~~QW DYVHV ~~R~~HGU ~~D~~IGLWHLQ 8QLYHHQ/R\$M/X RI
6RXWKHUQ 0LVVLVVL ~~S~~S HLLVL ~~Q~~D ~~S~~DE-~~F~~S ~~R~~BQV ~~Q~~HLV EKIGOUH ~~H~~WK L
RSWLRQ LV DYDL ~~H~~OTXEL ~~Q~~H GL ~~V~~Q ~~G~~ ZHR ~~V~~ ~~H~~U ~~W~~LV ~~D~~OWU ~~D~~ ~~O~~RSQ ~~H~~
NHHS LQ PLQG WK ~~D~~VR ~~Q~~IL ~~V~~K \ ~~D~~ ~~Q~~ ~~H~~ ~~F~~ ~~O~~ ~~V~~ ~~H~~ ~~E~~ ~~M~~ ~~V~~ ~~H~~ ~~F~~ ~~U~~ ~~R~~ ~~X~~ ~~O~~ ~~G~~ ~~V~~ ~~E~~ ~~F~~ ~~K~~ ~~S~~ ~~V~~ ~~C~~
WKH VXEPLVVLR ~~Q~~ ~~S~~HUR ~~F~~ ~~I~~ ~~R~~ ~~V~~ ~~H~~ WKH 8QLYHHV ~~V~~ ~~V~~ ~~W~~ ~~W~~ ~~D~~ ~~E~~ ~~L~~ ~~W~~ ~~K~~ ~~R~~ ~~Q~~ ~~H~~ ~~O~~
VHDOHG ELGV ZKL ~~F~~ ~~C~~ ~~H~~ ~~G~~ ~~U~~ ~~R~~ ~~U~~ ~~H~~ ~~V~~ ~~W~~ ~~K~~ ~~P~~ ~~I~~ ~~L~~ ~~W~~ ~~P~~ ~~D~~ ~~H~~ ~~G~~ ~~O~~ ~~G~~ ~~D~~ ~~S~~ ~~Y~~ ~~H~~ ~~U~~ ~~Q~~ ~~R~~ ~~U~~ ~~6~~ ~~K~~ ~~F~~
FKRRVH WR VXEPLWH ~~Q~~ ~~K~~ ~~F~~ ~~W~~ ~~U~~ ~~R~~ ~~Q~~ ~~L~~ ~~V~~ ~~S~~ ~~D~~ ~~R~~ ~~O~~ ~~O~~ ~~K~~ ~~H~~ ~~S~~ ~~Q~~ ~~H~~ ~~V~~ ~~D~~ ~~W~~ ~~H~~ ~~X~~ ~~F~~ ~~R~~ ~~Q~~ ~~R~~ ~~Z~~ /
EHORZ XVLQJ WKH IROORZLQJ ZHEVLWH
KWWSV ZZZ PV UBYVGBBLFBQWMDUF2Q +VRPIHV6VHLOWH \RX ZL
KHOSIXO OLQNV WR ~~S~~ ~~X~~ ~~R~~ ~~E~~ ~~X~~ ~~U~~ ~~H~~ ~~R~~ ~~H~~ ~~Q~~ ~~W~~ ~~R~~ ~~S~~ ~~O~~ ~~S~~ ~~S~~ ~~O~~ ~~M~~ ~~H~~ ~~U~~ ~~O~~ ~~W~~ ~~J~~ ~~N~~ ~~L~~ ~~W~~ ~~V~~
,I QRW DOUHDG\ UNJLV ~~W~~ ~~M~~ ~~P~~ ~~U~~ ~~S~~ ~~B~~ ~~Z~~ ~~L~~ ~~O~~ ~~W~~ ~~K~~ ~~U~~ ~~M~~ ~~V~~ ~~Z~~ ~~I~~ ~~V~~ ~~O~~ ~~Q~~ ~~H~~ ~~H~~ ~~G~~ ~~W~~ ~~R~~ ~~F~~ ~~C~~
μ6XSSOLHU 5HJLV ~~Q~~ ~~U~~ ~~R~~ ~~Z~~ ~~W~~ ~~L~~ ~~R~~ ~~X~~ ~~W~~ ~~D~~ ~~O~~ ~~Q~~ ~~H~~ ~~P~~ ~~H~~ ~~D~~ ~~S~~ ~~B~~ ~~Q~~ ~~F~~ ~~H~~ ~~W~~ ~~V~~ 2QFH
UHJLVWHUHG WKH \ ~~F~~ ~~D~~ ~~L~~ ~~Q~~ ~~L~~ ~~Q~~ ~~D~~ ~~V~~ ~~O~~ ~~X~~ ~~Z~~ ~~Q~~ ~~E~~ ~~W~~ ~~B~~ ~~W~~ ~~M~~ ~~K~~ ~~D~~ ~~R~~ ~~F~~ ~~G~~ ~~E~~ ~~P~~ ~~E~~ ~~F~~ ~~Q~~ ~~V~~
2SSRUWXQLWLHV ¶ ~~Z~~ ~~K~~ ~~H~~ ~~U~~ ~~H~~ ~~W~~ ~~H~~ ~~D~~ ~~H~~ ~~F~~ ~~K~~ ~~D~~ ~~E~~ ~~A~~ ~~N~~ ~~E~~ ~~L~~ ~~Z~~ ~~R~~ ~~W~~ ~~I~~ ~~G~~ ~~H~~ ~~A~~ ~~R~~ ~~G~~ ~~H~~ ~~W~~ ~~K~~ ~~U~~ ~~H~~
UHVSRRQG WR RU O ~~E~~ ~~I~~ ~~D~~ ~~Y~~ ~~E~~ ~~O~~ ~~V~~ ~~D~~ ~~Q~~ ~~H~~ ~~N~~ ~~V~~ ~~H~~ ~~Q~~ ~~G~~ ~~F~~ ~~R~~ ~~D~~ ~~F~~ ~~Q~~ ~~L~~ ~~V~~ ~~6~~ ~~H~~ ~~I~~ ~~D~~ ~~Q~~ ~~U~~ ~~F~~ ~~R~~ ~~¶~~ ~~D~~ ~~R~~ ~~O~~ ~~U~~
FXUUHQW ELGV DQG ~~S~~ ~~D~~ ~~R~~ ~~S~~ ~~R~~ ~~X~~ ~~D~~ ~~O~~ ~~W~~ ~~D~~ ~~R~~ ~~V~~ ~~H~~ ~~R~~ ~~K~~ ~~L~~ ~~F~~ ~~H~~ ~~V~~ ~~V~~ ~~L~~ ~~V~~ ~~L~~ ~~S~~ ~~S~~ ~~L~~

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A. Introduction / Objective

7KH 'LYLVLRQ RI 6W6\$G HFQW USHIOW OV X'GH D SVSKEIDZ/HIE DQ
&DPSXV*URXSV VRIWZ DReady EducatorLGHGD BH QRW GLVVDWL
ZLWK WKH IHDWXULHVRIWHZDUGHE 6 WLSLO'HS BH WPEMQWRIL
,QIRUPDWLRQ 7HIFKQPHORWHFXLUHV XWHFXUMRVOKIFLEH EWG
VROXWLRQ DW WKH EHVW SULFH

7KH '6\$ UHTXLUHV DI DXQWGFQDDE V\ VWHPD VZ XWKVUW E DV
IDFLOLWDWH FROMPDEXRLLFDWMLRQ DDPG OFRXDGHG WNWZ WHDQI V
IDFXOW\ PHPEHUV VKRKH O B I S\ZRRQHG HW R SDXW R W D F D O
ZRUNIORZV JHQHUDWHU P M DDLG JHQ J D J H P H S W VUH SR H W W
VXUYH\ V FR FXUULFXODU WUDQVFULS W W D Q G D G Y H U W

8WLQJLQJ RXU FXUDORVZ BGRFGKFEWH KDW IOWKWH FRFXWKQLV
WR RUJDQLJH DOO FDP SXQG HQM DG H R HQ/OILQHRQS R V W X Q L V
IULHQGO\ IXQFWLRQDOO SDGG VLVQ KNRWRUPWH QK EIOSHVDXVH
DGYHUWL VH HYHQWMIVHFDVLOYHMOLO\ HDSGUDVEFHQWR ZLOO E
VWUDWHJLFDOO\ XWH WDKHJ SVDYXIQPHRQDEVLHR QW DGHQW S
EHLQJ UHWDLQHG W KDRXJKL R G H XGDWE F R K E L S Q D R W I R U R

ODMRU REMHFWLYHV IXQFWLRQDOLW\

3URYLGH ZHE EDVHGG LQRLXS P D D D J E P W Q W D S R H W D O
YLD ERWK GHVNWRSV DQG PRELOH GHYLFHV

6WUHDPOLQH JURXSUPWQ DRH PHVQVG HVD R G J D Q L J D W L
XQLYHUVLW\ G D S Q S U P R J Q W P V

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

6WUHDPOLQH F D P S X M P H G Q H Q E G U F D O V W H P V
(QDEOH FRPPXQLW\WG D Q B C H R S J D J H P H Q M R Q H W R R J D P L 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 D V R Z H V D S D E L Z R L W L F
3URYLGH UHSRUW EXLOGLQJ IORZ I`W E L G H U H E p R R

6WDWH ODZ U K T X & Q H Y H W K D W R W I H F I Q I D Y C H I 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 F R Q W K R I X Q G Q G R D Q G O R H U W I V Q F L O K X H G
D Q R U L J L Q D O V H Q Q R D U W U Y H S U H L J Q D W X U H

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

D. Length of Agreement

7 K H 8 Q L Y H U V L W \ R I S R S L W L K H V Q H O N L V Q D V D V 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 G X W K R G 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 G J L Q M U W H G X F A L V R Q R /

F. Legibility and Organization: Intentionally left blank.

G. Right to Use Proposals in Future Projects

7 K H 6 W D W H U H V H U M I D O X K D W H L W K W D V Z D R U F G M G L S V B J S R V D O I
L Q F O X G L Q J D O O S I U F H G X S W R S R Q G G H U K H W K H Q U H D O X R Q Q 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 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 V 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 G B U B M H H F Q G R U V
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 S H P H L Q W B H Q V K R U
7 K H 6 W D W H V G H F L V L R Q W R U H X V H

