



**THIS IS NOT  
AN ORDER**

**REQUEST FOR BIDS/PROPOSALS COVERSHEET**  
**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**  
**Procurement and Contract Services**  
**118 College Drive #5003, Hattiesburg, Mississippi 39406-0001**

**Date:** July 25, 2021

**Name:** \_\_\_\_\_

**Bid No. 22-03**

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

THE UNIVERSITY OF SOUTHERN MISSISSIPPI is considering the purchase of the following item(s). We ask that you submit your bid and retain one copy for your files. Right is reserved to accept or reject any part of your bid. Your quotation will be given consideration if received in Bond Hall, Room 214 on or before:

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

2:00 p.m. CST

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

TERMS - Bidder should state terms of sale. Our terms are 2% ten days, net 45 days.

August 12, 2021

These terms will apply per Mississippi law.

AWARDING CONTRACT - Cash terms will not be used as a basis for awarding contracts; however, the University will accept cash discounts when earned.

**Buyer:** Deidre Edwards

**NOTE:** If you cannot quote on the exact material shown, please indicate any exception giving brand name and complete specifications of any alternate. If additional space is required, use a separate sheet or letter of transmittal.

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		<p><b>BID 22-03</b></p> <p><b>Athletic Media Relations Media Guides and Program Cards</b></p> <p>PROPOSAL MUST BE RETURNED TO THE UNIVERSITY IN ACCORDANCE WITH THE SPECIFICATIONS. RFP NUMBER AND DATE OF BID OPENING MUST BE SHOWN ON THE OUTSIDE OF THE ENVELOPE IF USING THAT METHOD.</p>		

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

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

**The University of Southern Mississippi**  
**Request for Bid # 22-03**  
**Athletic Media Relations Media Guides and Program Cards**

ISSUE DATE: July 25, 2021

ISSUING AGENCY: Procurement and Contract Services  
The University of Southern Mississippi  
118 College Drive #5003  
Hattiesburg, MS 39406

**GENERAL COMMENTS**

The University of Southern Mississippi is requesting written proposals for the production of its Athletic Media Relations Media Guide and Program Cards.

The University of Southern Mississippi will receive proposals from firms having specific experience and qualifications in the area identified in the solicitation. For consideration, proposals for the projects must contain evidence of the firm's responsibility, experience, and abilities in the specified area and other disciplines directly related to the proposed service.

This document and all appendices are considered part of the required specifications to The University of Southern Mississippi's request for bid, including the standard University terms and conditions attached herein.

The University of Southern Mississippi reserves the right to modify any part of the document at its discretion.

The University of Southern Mississippi reserves the right to reject any and all bids, or not make any award at all.

The University of Southern Mississippi reserves the right to make an award to this bid on an all or none basis, or on a line by line basis, whichever serves the best interest of the University.

**QUESTIONS AND CLARIFICATIONS**

Care has been taken to develop this Request for Bid (RFB) accurately and present it clearly, but in the event any specification or condition appears ambiguous or in error, proposers have a duty to seek clarification of ambiguities or corrections to errors. It is important to remember that if a respondent or interested party protests, but had opportunities to seek clarification and failed to do so, then its interpretation will not be considered reasonable and the specification will not be considered ambiguous. Responses to these inquiries may be by addendum to the Request for Bid (RFB), or individually, depending on whether the answer affects only that

proposer or all proposers. Please direct all inquiries about this RFP in writing via electronic mail as follows:

Questions of a Technical Nature

Jack Duggan  
Athletic Media Relations  
[Jack.Duggan@usm.edu](mailto:Jack.Duggan@usm.edu)  
601-266-4503

Questions Related to Submission Procedures

Deidre Edwards  
Procurement and Contract Services  
[Deidre.Edwards@usm.edu](mailto:Deidre.Edwards@usm.edu)  
601-266-4132

**All inquiries' subject line should read "URGENT INQUIRY. USM RFB #22-03"**

**TERMS**

The term of this agreement is for one (1) year with the option to renew for up to two (2) additional 12 month terms. If an additional term is agreed upon, inflationary adjustments for increases in material cost may not exceed four (4) percent per year. Inflationary increases in excess of four (4) percent will not be considered. Years (2021-2022, 2022-2023, 2023-2024).

Vendors must agree and comply with all Terms and Conditions shown in this "Request for Bid", and sign below confirming the agreement to these Terms and Conditions. **FAILURE TO SIGN WILL DISQUALIFY THE BIDDER.**

**BIDDER SHOULD HAVE AN AUTHORIZED COMPANY REPRESENTATIVE SIGN THEIR BID**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Typed/Printed Name of Signer

**Prepared By and Contact Information**

Company Name	FEI No.
Address	City State Zip
Contact Name	Phone
Fax	Email

**SUBMISSION REQUIREMENTS**

Respondents who would like to submit responses to this Request for Bid should send bids in a sealed envelope by the opening date and time of **Thursday, August 12, no later than 2:00PM CDT**. In order for your bid to be considered, it must be received and time stamped in our office before 2:00 PM of the opening date. The USM bid number is to be clearly marked on the outside of the sealed envelope. Please send your bid addressed as follows:

If you are delivering your bid, you need to hand carry the bid response to:

The University of Southern Mississippi  
Procurement Services  
Bond Hall, Room 214  
Hattiesburg, Mississippi  
REQUEST FOR BID# 22-03

If you are mailing your bid via U.S. Postal Service, mail to:

The University of Southern Mississippi  
Procurement Services  
118 College Drive #5003  
Hattiesburg, MS 39406-0001  
REQUEST FOR BID# 22-03

If you are express mailing your bid via Federal Express or UPS, or any other delivery service which requires the use of a physical address, deliver to:

The University of Southern Mississippi  
Receiving Department  
2609 West 4th Street  
Hattiesburg, MS 39401  
REQUEST FOR BID# 22-03

Electronic bids will be accepted by following the instructions at [https://www.ms.gov/dfa/contract\\_bid\\_search/Home/Sell](https://www.ms.gov/dfa/contract_bid_search/Home/Sell); however, email and/or faxed bids **will not** be accepted.

Late bids will be disqualified. In any case, the bid must reach the Procurement Office before 2:00 PM in order to be accepted, so it is the responsibility of the respondent to ensure its bid reaches the Procurement Office on time. USM will not take any responsibility for responses arriving late.

Bids without a signature will be disqualified.

Each Respondent must return **one (1) signed original** that will be considered the “official” bid response as well as **five (5) printed copies** of its bid response. Respondents should use the Invitation to Bid coversheet provided herein to sign, and indicate “see attached bid” if necessary.

## **SPECIFICATIONS**

All 10 Books and Game Roster Cards are to be priced together as one bid. No changes or alterations to original bid without prior approval of Jack Duggan. All Pricing includes design.

### **Football**

208 pages + Cover – 1 color throughout inside (for any interior piece: 1 color)

6 x 9 size

Cover – 4c/4c Process + Varnish/Process (Outside Cover Only)

60# Gloss Text Paper or equivalent (Customer must approve)

80# Gloss Cover or equivalent (Customer must approve)

Bleeds throughout the book

15-20 Silhouettes on covers

Up to 20 Silhouettes inside book

Plastic Coil Bind

Should Southern Miss wish to create a publication mobile/tablet application, the book should be formatted at this point for use with potential creation at this time.

Should Southern Miss decide to start an app, vendor should have capability **to build/provide** this app with no additional costs understood.

Guide also to be published as a flip book online that is compatible with standard web browser and mobile devices.

Total copies: 400

**Quote (per above specifications)    \$ \_\_\_\_\_**

### **Men's Basketball**

208 pages + Cover – 1 color throughout inside (for any interior piece: 1 color)

6 x 9 size

Cover – 4c/4c Process + Varnish/Process (Outside Cover Only)

60# Gloss Text Paper or equivalent (Customer must approve)

80# Gloss Cover or equivalent (Customer must approve)

Bleeds throughout the book

10-12 Silhouettes on covers

Up to 20 Silhouettes inside book

Plastic Coil Bind

Should Southern Miss wish to create a publication mobile/tablet application, the book should be formatted at this point for use with potential creation at this time.

Should Southern Miss decide to start an app, vendor should have capability to build/provide this app with no additional costs understood.

Guide also to be published as a flip book online that is compatible with standard web browser and mobile devices.

Total copies: 200

**Quote (per above specifications)**    \$ \_\_\_\_\_

**Women's Basketball**

208 pages + Cover – 1 color throughout inside (for any interior piece: 1 color)

6 x 9 size

Cover – 4c/4c Process + Varnish/Process (Outside Cover Only)

60# Gloss Text Paper or equivalent (Customer must approve)

80# Gloss Cover or equivalent (Customer must approve)

Bleeds throughout the book

10-12 Silhouettes on covers

Up to 20 Silhouettes inside book

Plastic Coil Bind

Should Southern Miss wish to create a publication mobile/tablet application, the book should be formatted at this point for use with potential creation at this time.

Should Southern Miss decide to start an app, vendor should have capability to build/provide this app with no additional costs understood.

Guide also to be published as a flip book online that is compatible with standard web browser and mobile devices.

Total copies: 120

**Quote (per above specifications)**    \$ \_\_\_\_\_

**Baseball**

208 pages + Cover – 1 color throughout inside (for any interior piece: 1 color)

6 x 9 size

Cover – 4c/4c Process + Varnish/Process (Outside Cover Only)

60# Gloss Text Paper or equivalent (Customer must approve)

80# Gloss Cover or equivalent (Customer must approve)  
Bleeds throughout the book  
10-12 Silhouettes on covers  
Up to 20 Silhouettes inside book  
Plastic Coil Bind

Should Southern Miss wish to create a publication mobile/tablet application, the book should be formatted at this point for use with potential creation at this time. Should Southern Miss decide to start an app, vendor should have capability **to build/provide** this app with no additional costs understood.

Guide also to be published as a flip book online that is compatible with standard web browser and mobile devices.

Total copies: 200

**Quote (per above specifications)**    \$ \_\_\_\_\_

**Softball**

208 pages + Cover – 1 color throughout inside (for any interior piece: 1 color)  
6 x 9 size  
Cover – 4c/4c Process + Varnish/Process (Outside Cover Only)  
60# Gloss Text Paper or equivalent (Customer must approve)  
80# Gloss Cover or equivalent (Customer must approve)  
Bleeds throughout the book  
10-12 Silhouettes on covers  
Up to 20 Silhouettes inside book  
Plastic Coil Bind

Should Southern Miss wish to create a publication mobile/tablet application, the book should be formatted at this point for use with potential creation at this time.

Should Southern Miss decide to start an app, vendor should have capability **to build/provide** this app with no additional costs understood.

Guide also to be published as a flip book online that is compatible with standard web browser and mobile devices.

Total copies: 100

**Quote (per above specifications)**    \$ \_\_\_\_\_

**Soccer**

48 pages + Cover – 4 color throughout inside  
8.5 x 11 size  
10-12 Silhouettes on covers  
Up to 10 Silhouettes inside book

Should Southern Miss wish to create a publication mobile/tablet application, the book should be formatted at this point for use with potential creation at this time.

Should Southern Miss decide to start an app, vendor should have capability **to build/provide** this app with no additional costs understood.

Book to be published online that is compatible with standard web browser and mobile devices.

**Quote (per above specifications) \$ \_\_\_\_\_**

**Volleyball**

56 pages + Cover – 4 color throughout inside  
8.5 x 11 size  
10-12 Silhouettes on covers  
Up to 10 Silhouettes inside book

Should Southern Miss wish to create a publication mobile/tablet application, the book should be formatted at this point for use with potential creation at this time.

Should Southern Miss decide to start an app, vendor should have capability **to build/provide** this app with no additional costs understood.

Book to be published online that is compatible with standard web browser and mobile devices.

**Quote (per above specifications) \$ \_\_\_\_\_**

**Men's/Women's Track**

72 pages + Cover – 4 color throughout inside  
8.5 x 11 size  
10-12 Silhouettes on covers  
Up to 10 Silhouettes inside book

Should Southern Miss wish to create a publication mobile/tablet application, the book should be formatted at this point for use with potential creation at this time.



Should Southern Miss decide to start an app, vendor should have capability **to build/provide** this app with no additional costs understood.

Book to be published online that is compatible with standard web browser and mobile devices.

**Quote (per above specifications)**    \$ \_\_\_\_\_

**Men's/Women's Golf**

44 pages + Cover – 4 color throughout inside

8.5 x 11 size

Bleeds throughout the book

8-10 Silhouettes on covers

Up to 10 Silhouettes inside book

Should Southern Miss wish to create a publication mobile/tablet application, the book should be formatted at this point for use with potential creation at this time.

Should Southern Miss decide to start an app, vendor should have capability **to build/provide** this app with no additional costs understood.

Book to be published online that is compatible with standard web browser and mobile devices.

**Quote (per above specifications)**    \$ \_\_\_\_\_

**Men's/Women's Tennis**

60 pages + Cover – 4 color throughout inside

8.5 x 11 size

Bleeds throughout the book

8-10 Silhouettes on covers

Up to 10 Silhouettes inside book

Should Southern Miss wish to create a publication mobile/tablet application, the book should be formatted at this point for use with potential creation at this time.

Should Southern Miss decide to start an app, vendor should have capability **to build/provide** this app with no additional costs understood.

Book to be published online that is compatible with standard web browser and mobile devices.

Quote (per above specifications) \$ \_\_\_\_\_

**Roster Card Bid**

**\*All roster cards need to be numbered in sequence**

Sport	Size (inches)	Paper	Color	Extras	Quantity	Quote
Volleyball	11 x 17 that folds to 8 ½ x 11	10 Point C/1/S	4/1	2 sided, black ink on inside; scored	500	
Women's Soccer	17 x 22 that folds to 8 ½ x 11	10 Point C/1/S	4/1	2 sided, black ink on inside; scored	500	
Women's Basketball	11 x 24 that tri-folds to 8 ½ x 11	10 Point C/1/S	4/1	2 sided, black ink on inside; scored	800	
Softball	11 x 17 that folds to 8 ½ x 11	10 Point C/1/S	4/1	2 sided, black ink on inside; scored	500	
Baseball	8 ½ x 11 – 20 pages inside	10 Point C/1/S – cover 70# uncoated – inside	4/1 – cover 1/1 – inside	2 sided, black ink on inside; scored	5,000	

**Delivery**

Printer/Publisher will package books by bulk in cartons.

Printer/Publisher will ship books to Hattiesburg, Miss.

**DO NOT** Overnight Media Guides or Game Programs without Jack Duggan's approval.

**Instructions**

Printer/Publisher will not perfect on press any portion of the printing process.

Printer/Publisher will provide high resolution PDFs of sections for use on web site.

All art will be delivered electronically by customer.

All text will be sent via Microsoft word or in InDesign electronically by customer.

The printer/publisher will use InDesign for the layout of the books.

Printer/Publisher will setup FTP site (at no additional charge) for delivery of text and art from customer. No Exceptions.

Printer/Publisher will not out source any portion of the media guides/game programs (designing, layout or printing) to any outside source. All production of media guides/game programs must be done in house by bidder. BIDS will not be accepted from companies that provide out sourced media guides, game programs and DVDs. No Exceptions.

Printer/Publisher will be responsible for design, print and binding of entire media guide/game program. BIDS will not be accepted from companies that provide out sourced media guides, game programs and DVDs. No Exceptions.

Printer/Publisher will be responsible for design and process of DVDs (only if we choose CDs as a source for our book) of entire media guide. BIDS will not be accepted from companies that provide out sourced media guides, game programs and DVDs. No Exceptions.

Proofs will be delivered via PDF electronically. No Exceptions.

Publisher/Printer will provide color proofs of cover. No Exceptions.

Publisher/Printer will provide complete guide (InDesign files) on disk to Customer at Completion. No Exceptions.

Must be able to work nights, weekend and overtime to ensure completion in appropriate time frame.

Before blue line/digital proofing stage, Publisher/Printer must provide as many PDF proofs of cover and inside page designs as needed to Southern Mississippi's satisfaction at no additional charge.

Customer has to approve all final formats and designs of printing projects.

Customer has right to request samples of equivalent design, printing projects and apps completed in house (this does not include outsource projects. Please do not send outsourced projects) before bidding is awarded. Samples must be of (Athletic Material as specified) Media Guides/Game Programs/DVDs. All Samples must be from Division 1 Schools (Please do not send NAIA/Junior College/Community College, Div. 2 or 3 or High School athletic samples, these do not qualify). Projects of other publications/DVDs non athletic related does not qualify. (Please do not send religious related DVDs/Brochures, marketing pamphlets/DVDs/Brochures, City planning pamphlets/DVDs/Brochures, etc.). BIDS will not be accepted from companies that provide non Division 1 athletic media guides, game programs and DVDs as samples. No Exceptions.

All 10 Books and Game Roster Cards are to be priced together as one bid. No changes or alterations to original bid amount without prior approval of Jack Duggan. All pricing includes design.

No additional costs can occur to Southern Miss for additional time taken to complete job not covered in original bid.

Southern Miss accepts, but will not pay for, printing overruns.

**APPENDIX A**

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
PROCUREMENT SERVICES  
118 COLLEGE DRIVE #5003  
HATTIESBURG, MS 39406-0001**

**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS FOR BIDS/PROPOSALS**

- 1.) Failure to examine any drawings, specifications, and instructions will be at bidder's risk.
- 2.) Samples of items when called for 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 and manufacturer's brand name and number.
- 3.) Bids must be signed and sealed with bidder's name and address on the outside of the envelope, and the time and date of the bid opening and the bid file number shown in the lower-left corner of the packages; envelopes, express mailing labels, boxes, etc.
- 4.) In order for your bid to be considered, it must be received and time stamped in our office by 2:00 P.M. of the bid opening date. It is the responsibility of the vendor to ensure their bid is received within the appointed time. If your bid package is not received in Bond Hall, Room 214, by 2:00 P.M. of the bid opening date, it will not be considered.

If you are delivering your bid, you need to hand carry the bid package to:

The University of Southern Mississippi  
Procurement Services  
Bond Hall, Room 214  
Hattiesburg, Mississippi

If you are mailing your bid package via U.S. Postal Service, mail to:

The University of Southern Mississippi  
Procurement Services  
118 College Drive #5003  
Hattiesburg, MS 39406-0001

If you are express mailing your bid package via Federal Express or UPS, or any other delivery service which requires the use of a physical address, deliver to:

The University of Southern Mississippi  
Receiving Department  
2609 West 4<sup>th</sup> Street  
Hattiesburg, MS 39401

- 5.) Bids or proposals shall not be modified, corrected, altered, or amended after the specified closing time and the opening of such bids, unless otherwise noted in the request for bids or proposals.
- 6.) The University of Southern Mississippi 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. If the bidder fails to state the time within which bids must be accepted, it is understood and agreed that The University of Southern Mississippi shall have 60 days to accept. The University of Southern Mississippi reserves the right to make an award to this bid on an all or none basis, or on a line by line basis, whichever serves the best interest of The University of Southern Mississippi.
- 7.) Contracts and purchases will be made or entered into with the lowest, responsible bidder meeting specifications.
- 8.) A written purchase order or contract award mailed or otherwise 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 not be assignable by the vendor in whole or in part without the written consent of The University of Southern Mississippi.
- 9.) Bid files may be examined during normal working hours by bid participants. Non-participants will be prohibited from obtaining any information relative to the bid until the official award has been made.
- 10.) If purchase orders or contracts are canceled because of the awarded vendor's failure to perform or request for price increase, that vendor shall be removed from our bidders' list for a period of 24 months.
- 11.) 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-day period prior to the bid opening, the bid date will be reset giving bidders ample time to answer the addendum.
- 12.) Alternate bids, unless specifically requested or allowed, will not be considered.
- 13.) Bid openings will be conducted open to the public. However, they will serve only to open the

bids. No discussion will be entered into with any vendor as to the quality or provisions of the specifications, and no award will be made either stated or implied at the bid opening. After the close of the bid opening meeting, the bids will be considered to be in the evaluation process and will not be available for review by bidders. Proposal openings are not required to be open to the public; however, the resulting award is open for public inspection.

- 14.) Prices quoted shall be firm for the term of the contract or for the stated time of acceptance.
- 15.) The bidder understands that The University of Southern Mississippi is an equal opportunity employer and, therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other such discrimination; and the bidder, by signing this bid, agrees during the term of agreement that the bidder will strictly adhere to this policy in its employment practices and provision of products or services.
- 16.) Bidders must upon request of The University of Southern Mississippi furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The University of Southern Mississippi reserves the right to make the final determination as to the bidder's ability.
- 17.) Questions or problems arising from bid procedures should be directed to the Buyer listed on the solicitation at:

The University of Southern Mississippi  
118 College Drive #5003  
Hattiesburg, MS 39406-0001  
Phone: (601) 266-4131
- 18.) All items must equal or exceed the specifications listed. The absence of detail specifications or the omission of detail description shall be recognized as meaning that only the best commercial practices are to prevail and that only first quality materials and workmanship are to be used.
- 19.) It is the intent of the specifications to obtain a product that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to review the entire Invitation to Bid packet and to notify The University of Southern Mississippi if the Specifications, Instructions, General, or Special Conditions are formulated in a manner which would unnecessarily restrict competition.
- 20.) It shall be incumbent upon the bidders to understand the specifications. Any requests for clarifications shall be in writing and shall be submitted to our Procurement Services office at least five (5) days prior to the time and date set for the bid opening, unless otherwise noted in the bid or proposal specifications.

- 21.) The minimum specifications are used to set a standard and in no case are used with the intention to discriminate against any manufacturer. Bidders should note the name and the manufacturer and model number of the product they propose to furnish and submit descriptive literature.
- 22.) Trade names, brand names, and/or manufacturer's information used in these specifications are for the purpose of establishing quality, unless otherwise noted. Bids on products of other qualified manufacturers are acceptable, provided they are demonstrated as equal to those specified in construction, design and suitability. Each bidder shall submit with his bid a complete brochure with pictures on each item and shall point out specifically any deviations from the specified items. Failure to do so may disqualify any bid. Please bid as specified or an approved equal.
- 23.) A copy of the manufacturer's standard guarantee/warranty shall accompany and become a part of this bid.
- 24.) 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 University of Southern Mississippi 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 University of Southern Mississippi must automatically be given to the U.S. Government.
- 25.) All invoices, unless noted otherwise, are to be billed to:
- The University of Southern Mississippi  
Accounts Payable  
118 College Drive #5104  
Hattiesburg, MS 39406-0001
- 26.) All equipment bid shall be of current production and of the latest design and construction.
- 27.) Where all, or part(s), of the bid is requested on a unit price basis, both the unit prices and the extension of the unit prices constitute a basis of determining the lowest responsible and responsive bidder. In cases of error in the extension of price, the unit price will govern.
- 28.) Should the University of Southern Mississippi close due to inclement weather conditions, or any other unforeseen events on the bid opening date, sealed bids will open the following business day at the same time and location.
- 29.) As an alternative to traditional sealed bids in envelopes, the University of Southern Mississippi is capable of receiving electronic bid responses. While this option is available, it is not required and we ask that all potential respondents keep in mind that with any electronic system there could be delays or glitches with the submission process; therefore the University highly encourages traditional sealed bids which are either mailed or submitted in person. Should a vendor choose to submit their response electronically, please follow the instructions below using the following website: [https://www.ms.gov/dfa/contract\\_bid\\_search/Home/Sell](https://www.ms.gov/dfa/contract_bid_search/Home/Sell). On this site you will find helpful links to procurement opportunities, as well as a link to supplier registration. If not already registered in this system, potential bidders will first need to click on 'Supplier Registration' and follow the steps outlined



(a one-time process). Once registered, they can return to the original website and click on 'Procurement Opportunities' where they can either search by keyword for the bid they desire to respond to or leave the search box blank and click 'Search' for a listing of all current bids and proposals for the various State of Mississippi offices.

With regard to construction bids, there is one additional step required during the bid submission process. Along with the bid response and other attachments, contractors will also need to attach their Certificate of Responsibility (COR), or a statement that the bid enclosed does not exceed Fifty Thousand Dollars (\$ 50,000.00). If their COR or such statement is not attached, the bid will be invalid and not considered.

**AA/EOE/ADA**