



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
FVHHUPVZOODSSOSHULVVLVLSLODZ
QVHUPV ZOOQRBHXHRQVDEDLVIRDDUGQJ
FRQWDFWZHUMQLHUV LPOODFFHSDVEVFRQWZHQHDXHG

SP &
RHPEHU
MUBEHUORG

FRKDQORTKWRQWH DFDWULDOVRKSOHDVQDFDWDQHFHSERQLEQUUDQQDPHDQGRPSOHW
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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+\$77,(6%85* 06

*(1(5\$/ 7(506 &21'.7.216 \$16758&7.216)25 %.'6 352326\$/6

)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 HDWHL WZHRX WKHM HDVQHX EHG'GLQJ WQGRHS
FRPSHWLWLRQ' WR WQVXEXLQRJ RQHDILQJ BQWEIR QVFBQ LQ
SXEOLF RSHQLQJ RI

S PXVW QRW EHI EXIYHUD DHIIR UVRWR B WWWELPH %
QG VHDOHQD ZHWDQ G L@GHWIM VRRXWWKIG H
H DQG WKRI GQVHED GGRVHL @ HQHDQXP VHKW ELG
WKH ORZWKHS 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
UHVSQRQVH @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@G@U@H@V@S@R@Q@V@R@H@Q@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@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~~QDJRXUDE~~ BG6 SBRV~~DDO~~ WIRUYIKFH
8QLYHUVLW\ RI 6RXWKHUQ 0LVVLVVLSSL
3URFXUHPHQW 6HUYLEFHV 5)3

D \$Q\ SURYLVLQRQVSGLMBOZDLUPWQQWEDHVG VYKFDLGO EHHQXO
0LVVLLVSSLW BWH\$GGRWLBQGH H9FKGRU
VKDOO QRW GLVFZDULP DVQKHLH P SCLPHGJ FIKVQW/DVE LBUWA
SDUWLFXODU SXUSRVH
E \$Q\ OLPLVDDWEIROLW\ IRU FODLEQJUHOBFWHG WR WKH
L ,QIULQJHPHQW LVVXHV
LL %RGLO\ LQMXU\
LLL 'HDWK
LY 3K\VLFDGDPDSJHUWRQVDDQDQEGORIDQGHRO SWKHS H
LQWHQWLRQDOPDQGRZIGXFW RU QHJGRJUH QW DFWV
DQG RU 9HQGRU TV HPSOR\HHV RU VXEFRQWUDFW
F \$Q\ UHTXLUHPPHQWVWVWWDSDWKLQVQJLWKR/VH HLFQSW IR
FRQMXQFWLRTQZLWQKQSDUG SD\PHQW WBUFFHQWV1HW
PDGH EH\RQG GD\V DQHWXHEMFDQGRQWHUHVV
G \$Q\ WHUPV DQGGKFRQGUFKLRQV ERQWFLVDFWVWKKVWVHFQD
RI WKH 6WDWH RI OLVXFKVLQVSDQFSD VIKYQDLRQTLWH
WHUPV DQG FRQGLWLSROLVDWRHHZLWKKUHLFADLVVSSL VW
H \$Q\ SURYLVLQRQ WHTSDUDDQWVSDQH\HQWHHLQWVUHHWVXG B
FRVWV DVVRFLDWHDGFZLWRQ DCR\FOHJBFH V\KHW9KDDG BKL F
DUH RUGHUHG EP SHFVHXQWV WXUFIRVGLFWLRQ

%LG ILOHV FDQQRHGGVGHHLHQDQRUPDEA ZRWNHILQJUVWRHXGU V
SDUWLHV EXW RIQDLDDWHDZUWVKIKDRV EHHQPDGH

,I SXUFKDVH RUFQWU D URHU FFRQFWHODHG DEZDFLDGXVGH YRHI QVGRU TV
IDLOXUH WR SHUIRSLRFB UGIFXHD WHKNDKOD EHVYHQFGRYH G
IURP RXU DLGWHIRWTV D SHULRG RI PRQWKV

1R DGGHQGXP ZLQKQEH ISVUXLRG ZLWVZRD\V SRURU WR
WKH WLPD DQG GDLVGRVSHWUJQW WKRXCH/VDU EHVFRPH QHF
LVVXH DQ DGGHQGXFGDLVSKLUQ RVKSIUW ERQWRJ WKKHEEGRS
GDWH ZLOO EH UHWHDWSDYLVQJPEILGGRHDCVZHU WKH DGGH

\$OWHUQDWH ELGLVFDXCCOHG/HRTXSDQZD B DHCERW EH FRQVLGH

%LG RSHQLQJV WHGGRISHHGRVQGWKHSXKEHLZELGGRZHYHYH
WR RSHQ WKH ELGVZLOR EHVKNQGLZQWWRDQAKYHTOXDROLWV
SURLVLQRQV RI RQKH DSHGQZLDDWDEHG RBGHVWIDWHG RU
LPSOLHG DW WKH BLGKRSFORRQH RSHWPHHVEILGJR SHKHLBQUGV
ZLOO EH FRQVLGHHWYHDEOWRVELRQQS WRKFEHV D DQDGO DEOQ ORRU
UHYLHZ E\ ELGGHUQLQURSDUMDQRRVSHUHQXLRJHVGMVSBXEBRBS
KRZHYHU WKH UHLWXBSVHQJRDZSBXGOLF LQVSHFWLRQ

3ULFHV TXRWHGRVKNQD WHUPURU WRKH WRGWWUDFWWHB WL
DFFHSWDQFH

7KH ELGGHU XQVFKVWSDQGYUWKLW\VRMGRSSMLKHVDDQLV
HTXDO RSSRUWXQLW\HRSORPHDLQVQKQVKBSSRQLELVV
XQODZIXO GLQFEWLVHLCRQLURDFH FROQDWFURHQDGRVHJJDQ
SK\VLFDGKDQGLFDDSQ\GRWREBUOLVXFKRWDQGUWPKHQDMGLRQ

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

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

\$V DQ DOWHU ~~QD~~ DYVHV ~~B~~ HGU BGGWHLQ 8QLYHHQ/R\$M/X RI
6RXWKHUQ 0LVVLVVL ~~B~~ ~~S~~ ~~H~~ ~~L~~ ~~L~~ ~~V~~ ~~L~~ ~~Q~~ ~~D~~ ~~S~~ ~~D~~ ~~E~~ ~~F~~ ~~S~~ ~~R~~ ~~R~~ ~~V~~ ~~C~~ ~~H~~ ~~L~~ ~~F~~ EKIGOUHWHKL
RSWLRQ LV DYDL ~~H~~ ~~O~~ ~~T~~ ~~X~~ ~~E~~ ~~O~~ ~~H~~ ~~G~~ ~~L~~ ~~V~~ ~~D~~ ~~Q~~ ~~G~~ ~~Z~~ ~~H~~ ~~R~~ ~~V~~ ~~H~~ ~~L~~ ~~Q~~ ~~W~~ ~~L~~ ~~D~~ ~~D~~ ~~W~~ ~~U~~ ~~D~~ ~~O~~ ~~R~~ ~~S~~ ~~O~~ ~~R~~ ~~G~~ ~~H~~
NHHS LQ PLQG WK ~~D~~ ~~V~~ ~~R~~ ~~Z~~ ~~L~~ ~~F~~ ~~K~~ \ ~~D~~ ~~V~~ ~~H~~ ~~F~~ ~~O~~ ~~V~~ ~~K~~ ~~E~~ ~~V~~ ~~H~~ ~~F~~ ~~U~~ ~~R~~ ~~X~~ ~~O~~ ~~G~~ ~~V~~ ~~E~~ ~~K~~ ~~B~~ ~~V~~ ~~C~~
WKH VXEPLVVLR ~~Q~~ ~~K~~ ~~S~~ ~~H~~ ~~R~~ ~~F~~ ~~I~~ ~~R~~ ~~V~~ ~~H~~ WKH 8QLYHHVVVVWD ~~B~~ ~~L~~ ~~W~~ ~~L~~ ~~O~~ ~~R~~ ~~Q~~ ~~H~~ ~~O~~
VHDOHG ELGV ZKLF ~~C~~ ~~H~~ ~~G~~ ~~U~~ ~~R~~ ~~U~~ ~~H~~ ~~V~~ ~~W~~ ~~K~~ ~~P~~ ~~I~~ ~~L~~ ~~W~~ ~~P~~ ~~D~~ ~~X~~ ~~O~~ ~~G~~ ~~Q~~ ~~D~~ ~~S~~ ~~Y~~ ~~H~~ ~~U~~ ~~Q~~ ~~B~~ ~~R~~ ~~U~~ ~~6~~ ~~K~~ ~~F~~
FKRRVH WR VXEPLWH ~~Q~~ ~~K~~ ~~F~~ ~~W~~ ~~U~~ ~~R~~ ~~Q~~ ~~L~~ ~~F~~ ~~S~~ ~~D~~ ~~R~~ ~~O~~ ~~O~~ ~~K~~ ~~H~~ ~~S~~ ~~L~~ ~~Q~~ ~~H~~ ~~V~~ ~~D~~ ~~W~~ ~~H~~ ~~X~~ ~~F~~ ~~R~~ ~~A~~ ~~C~~ ~~R~~ ~~Z~~ ~~V~~
EHORZ XVLQJ WKH IROORZLQJ ZHEVLWH
KWWSV ZZZ PV UBYVGBBLFBQWMDUF2Q +VRPIHV6VHLOWH \RX ZL
KHOSIXO OLQNV WR ~~S~~ ~~X~~ ~~R~~ ~~E~~ ~~X~~ ~~U~~ ~~H~~ ~~R~~ ~~H~~ ~~O~~ ~~W~~ ~~R~~ ~~S~~ ~~O~~ ~~S~~ ~~S~~ ~~O~~ ~~M~~ ~~H~~ ~~U~~ ~~O~~ ~~U~~ ~~J~~ ~~N~~ ~~L~~ ~~W~~ ~~V~~
,I QRW DOUHDG\ UNJLVWMPUS ~~B~~ ~~Z~~ ~~L~~ ~~C~~ ~~Q~~ ~~W~~ ~~U~~ ~~Z~~ ~~V~~ ~~O~~ ~~Q~~ ~~H~~ ~~H~~ ~~G~~ ~~W~~ ~~R~~ ~~F~~ ~~C~~
μ6XSSOLHU 5HJLV ~~V~~ ~~O~~ ~~U~~ ~~R~~ ~~Z~~ ~~W~~ ~~L~~ ~~R~~ ~~X~~ ~~W~~ ~~D~~ ~~O~~ ~~Q~~ ~~H~~ ~~P~~ ~~H~~ ~~D~~ ~~S~~ ~~B~~ ~~R~~ ~~F~~ ~~H~~ ~~W~~ ~~V~~ 2QFH
UHJLVWHUHG WKH \ ~~F~~ ~~D~~ ~~L~~ ~~Q~~ ~~L~~ ~~C~~ ~~D~~ ~~V~~ ~~O~~ ~~X~~ ~~Z~~ ~~Q~~ ~~E~~ ~~W~~ ~~B~~ ~~W~~ ~~M~~ ~~K~~ ~~D~~ ~~R~~ ~~F~~ ~~G~~ ~~B~~ ~~O~~ ~~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~~ ~~I~~ ~~K~~ ~~H~~ ~~V~~ ~~H~~ ~~O~~ ~~G~~ ~~U~~ ~~F~~ ~~B~~ ~~D~~ ~~F~~ ~~O~~ ~~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~~ ~~F~~ ~~H~~ ~~V~~ ~~V~~ ~~L~~ ~~V~~ ~~L~~ ~~S~~ ~~S~~ ~~L~~

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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 IHDWXULHVRIWHZUHGE 6 WLSLO'HS BH WPEMQWRIL
,QIRUPDWLRQ 7HIFKQPHORWHFXLUHV XWHFXUMRVOKIFLEH VWG
VROXWLRQ DW WKH EHVW SULFH

7KH '6\$ UHTXLUHV DI DXQVGRFLDPE D V\ VW IHPD VZ XWKVUW E DV
IDFLOLWDWH FROMPDXEQLFDWMLRQ DDPG OFRXDGHG WNWZ WHDQI V D
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

8WLQOLJLQJ RXU FXUDORVZ BGRFGKFEWH K DV IO W W K H F R X P W K L V
WR RUJDQLJH DOO FDP SXQG HQM DG H R H V O I L Q H R Q S S R V W X Q L V
IULHQGO\ IXQFWLRDODD SDGG VLVQV KNRWRUPWH Q B E I O S H O D X V H
DGYHUWLVH HYHQWMIVHFDVLOYHMOLO\ HDSQGDVDFHQWR ZLOO E
VWUDWHJLFDOO\ XWH WDKHJ S O D W X I O R H R O D E V L H R Q W D G H Q W S
EHLQJ UHWDLQHG W K O R X J K L R G H X G D W E F O R K E L S O D W I R U P

ODMRU REMHFWLYHV IXQFWLRQDOLW\

3URYLGH ZHE EDV HGG LQURLXS 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 DRH PHVQVGH HQV D QRGJ D Q L J D W L
XQLYHUVLW\ G B 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 Q 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 B 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 B 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 UKTX&QHYHWK DWR WUHEIQDYCH LDCP RW KHI 9HQGR U
DQG WKDW SD\PHQW RI WKZILMOKYLRQLFHGLDVS DR UNHFWHLSW
&RGH 7KH LQYERLFRQ WKRIK QG Q GGR DQG CRUWLVQFLOKXGE
DQ RULJLQDO VHQWWRUWUYHS UHLJQDWXUH

860 PD\ FKRRVH WR XVFKDVLQ, Q\$Š&BXUG IRUQLVQY R LQF B ODDFIP H
RIDFKHFN WR SD\IRU SXUFKDVHV IHWJFPH SWKLRVQVIRVO LQFLWVH
WKH ELG UHVSQRQVW XWIKLHWEALGGJHD UHFWBRQDFVH SWUWKH
9,6\$Š 3XUFKDVLLQJ & B B V DEVOBQ RUFF RI SDQRWQDNG GQG PDV
DGGLWLRQDO VHUYLEFKDIUIJHHW VKR QO E Q DWKHV 9, B\$Š ZLWK
3XUFKDVLLQJ &DUG

D. Length of Agreement

7KH 8QLYHUVLVW\ RI 6RSLWLKH V B HNLVQD D DVLJYHH HPHQW ZLWK
SRVVLELOLW\ RI WZR 3QHDVHUHQFHQZDGHUSU/LSRLOVHL Q KH
V\ VWHP ZLOO QLYHHGQVRRODWHU WKDQS-DQXLDJH VHDPOHW R
VHUYLEFH IURP WKHWHQ G 5HDVGHKH GHEDWLRQ DJUHHPHQW

E. References:

5HVSQRGHQWV PXVW BURRYWGHHDHPLQE RQVHRPHU U
LQFOXGLQJ FRQWDFMDMQKDUYHDMLSRQH HHC WRICXWKR QS DRSR
VHUYLEFHV LQ WKH OBMWUDEDR QVWKPV KQJLQMUWH G XADLRQR

F. Legibility and Organization: Intentionally left blank.

G. Right to Use Proposals in Future Projects

7KH 6WDWH UHVHUMH D OXKDW H LWKW DVZDRUG MCKLSU B)SR VDO I
LQFOXGLQJ DOO SLURGX SWRSDRQG G HUKHW KHQU HDVXROQWL QJW
FRQWUDFWXDSR WUHEOVH XRVH LQ IXWXUW SHRPHHG WWRLEHDLQ
EHVW LQWHUHVGRIVRKB GSDVDEWQVIEQLVWZL QDWHQG DFRV
WKDQ RU HTXDO WRWKKDYZ D S B FIGLSURCSV QO DFRQGWUHWV W
GHFLVLRQ FRQFHUQLQJ WKH XWLOLJXWKRQ BUBMHHFQGRUV
DW WKH GLVFUHWLQDQ URHTXKH H6WV DWHH DSURSHRPHLQW BHHQGRU
7KH 6WDWH V GHFLVLRQ WR UHXVH

