



**INVITATION FOR BIDS**  
**OFFICE OF PROCUREMENT & CONTRACTS**

**1. INSTRUCTIONS FOR BIDDERS**

- a. Sealed bids will be received in the Office of Procurement & Contracts, Mississippi State University, for the purchase of the items listed herein.
- b. All bids must be received in the Office of Procurement & Contracts on or before the bid opening time and date listed herein. Delivery of bids must be during normal working hours, 8:00 a.m. to 5:00 p.m. CST, except on weekends and holidays when no delivery is possible.
- c. Bidders shall submit their bids either electronically or in a sealed envelope.
  - i. Sealed bids should include the bid number on the face of the envelope as well as the bidders' name and address. Bids should be mailed to: 245 Barr Avenue, 610 McArthur Hall, Mississippi State, MS 39762.
  - ii. At this time we only accept non-ITS bids electronically. For electronic submission of bids, go to: [https://www.ms.gov/dfa/contract bid search](https://www.ms.gov/dfa/contract_bid_search) and use the RFX number on the next page as your reference number.
- d. All questions regarding this bid should be directed to the Office of Procurement & Contracts at 662-325-2550.

**2. TERMS AND CONDITIONS**

- a. All bids should be bid "FOB Destination"
- b. Bidders must comply with all rules, regulations, and statutes relating to purchasing in the State of Mississippi, in addition to the requirements on this form. General Bid Terms and Conditions can be found here:  
[https://www.procurement.msstate.edu/procurement/bids/Bid\\_General\\_Terms\\_May\\_2019\\_V2.pdf](https://www.procurement.msstate.edu/procurement/bids/Bid_General_Terms_May_2019_V2.pdf)
- c. Any contract resulting from this Invitation for Bid shall be in substantial compliance with Mississippi State University's Standard Contract Addendum:  
<https://www.procurement.msstate.edu/contracts/standardaddendum.pdf>

**Bid Number/RFX Number: 20-64**

**Opening Date: June 16, 2020 @2:00 p.m.**

**Description: ExamSoft Service Renewal**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Days the Offer is Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total Price</b>
1	200	ExamSoft Core Solutions		
2	200	Exam Intelligence (Win + Mac Only)		
3	200	Full Support Package		
		Total Annual Price		

Mississippi State University's (MSU) College of Veterinary Medicine currently uses ExamSoft as their exam delivery system for Phase I students in the Doctor of Veterinary Medicine program. We are seeking a vendor that will either continue to support the current system or a vendor who will match the needed features and integration(s) of the current system, migrate the existing data to the new system, and to support or replace the existing exam delivery system. We would like this system to be hosted on the vendor's server/cloud. See the list above in grid for immediate needs. We request the opportunity to adjust quantity annually based on the number of students and our needs.

MSU is seeking a three year (3) contract and would like the option to renew these services for an additional two (2) one-year periods. Please provide firm pricing for the annual renewals or explain how annual price will be determined.