



**INVITATION FOR BIDS**  
**OFFICE OF PROCUREMENT SERVICES**

**1. INSTRUCTIONS FOR BIDDERS**

- a. Sealed bids will be received in the Office of Procurement Services, Mississippi State University, for the purchase of the items listed herein.
- b. All bids must be received in the Office of Procurement Services 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, in Bully Buy, or in a sealed envelope. Bids CANNOT be emailed
  - a. 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 : 405 Garrard Road E, Starkville, MS 39759.
- 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.contracts.msstate.edu/resources/standard-forms>

**Bid Number: MSU2026052**

**Opening Date: Thursday March 26, 2026 at 2:00 p.m.**

**Description: TimeClock Plus Licenses and Support/Maintenance**

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

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

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

Email Address: \_\_\_\_\_

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

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

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

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

Item	Quantity	Description	Unit Price	Total Price
1	750	TimeClock Plus Professional Annual Clockable Employee Licenses, or equivalent (375 per year)		
2	2	Dedicated Hardware Support & Maintenance (year 1 and year 2), including: <ul style="list-style-type: none"><li>• TimeClock Plus V7 on Demand Professional Conversion, or equivalent; and</li></ul> Cloud Hosting		

MSU's Division of Campus Services is seeking a vendor to furnish TimeClock Plus licenses and dedicated hardware support and maintenance for a 2-year period from April 15, 2026, through April 14, 2028.

MSU's Division of Campus Services currently uses TimeClock Plus as their time keeping system. We are seeking a vendor that will provide licenses for 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 support or replace the existing time clock hardware (there are 13 clocks currently in use). This system must be hosted on the vendor's server/cloud, and support proximity reading of the MSU RFID cards that are currently issued.

**\*MSU CAMPUS SERVICES RESERVES THE RIGHT TO REJECT ANY BID SUBMISSION THAT DOES NOT MEET ALL OF THE REQUESTED SPECIFICATIONS\***