



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 Services 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
- 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/resurces/standard-forms>

Bid Number: MSU2026073

Opening Date: Thursday May 21, 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	75	TimeClock Plus Professional Annual Clockable Employee Licenses, or equivalent (25 per year)	\$ /ea.	
2	1	TimeClock Plus Implementation Services	\$ /hr	
3	3	Annual Dedicated Hardware Support & Maintenance (3 years), including: <ul style="list-style-type: none">• TimeClock Plus V7 on Demand Professional Conversion, or equivalent; and Cloud Hosting	\$ /yr.	
4	1	RDT + Univ. RFID Timeclock	\$ /ea.	
		Total 3 year cost including one time year 1 fees and recurring annual fees.		

MSU's Division of Property, Receiving, and Mail Services is seeking a vendor to furnish a Remote Data Terminal with Universal RFID timeclock, implementation services, TimeClock Plus licenses, and dedicated hardware support and maintenance, including TimeClock Plus V7 on Demand Professional Conversion, or equivalent, for a 3-year period from July 1, 2026, through June 30, 2029.

MSU PROPERTY, RECEIVING, AND MAIL SERVICES RESERVES THE RIGHT TO REJECT ANY BID SUBMISSION THAT DOES NOT MEET ALL OF THE REQUESTED SPECIFICATIONS