



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/resources/standard-forms>

Bid Number: MSU2026093

Opening Date: Tuesday August 4, 2026 at 2:00 p.m.

Description: Scan & Validate Mobile Software, plus Implementation, Training, 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	30	Scan & Validate Mobile Software Licenses for Mobile Devices, or equivalent		
2	1	Database Provision for SaaS for Scan & Validate web application (includes web application and 1 system administrator)		
3	2	Provision for SaaS for Scan & Validate for Additional System Administrator Users		
4	1	Professional Services including, but not limited to, Implementation, Data Conversion, User Setup, System Configuration, System Integration Assistance, and User Training		
5	1	Additional Online Training		
6	1	Scan & Validate Annual Subscription (includes web application and 1 system administrator) – Year 1		
7	2	Scan & Validate Annual Subscription for Additional System Administrator Users – Year 1		
8	30	Scan & Validate Mobile Software Maintenance – Year 2		

Item	Quantity	Description	Unit Price	Total Price
9	1	Scan & Validate Annual Subscription (includes web application and 1 system administrator) – Year 2		
10	2	Scan & Validate Annual Subscription for Additional System Administrator Users – Year 2		

MSU’s Division of Property, Receiving, and Mail Services is seeking a vendor to furnish 30 Scan & Validate Mobile Software licenses, and provide software implementation, user setup, system configuration, training, and database setups for Software as a Service for Year 1, along with an additional annual subscription and software maintenance for Year 2.

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