

**Mississippi State University**  
**Request for Proposals (RFP) MSU2026109**  
**MS LIFT R&R & NHI Tracking & Reporting Software**

ISSUE DATE: September 28, 2026

ISSUING AGENCY: Office of Procurement Services

Mississippi State University  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39762

Sealed Proposals, subject to the conditions made a part hereof, will be received **October 20, 2026 at 2:00 PM in the MSU Office of Procurement Services, same address above**, for furnishing services and potentially, optional services as described herein.

**IMPORTANT NOTE:** Indicate firm name and RFP number on the front of each sealed proposal envelope or package.

All inquiries concerning this RFP should be directed to:

Jay Rester  
Office of Procurement Services, (Same address above)  
[jrester@procurement.msstate.edu](mailto:jrester@procurement.msstate.edu)

Any addendum associated with this RFP will be posted at <http://www.procurement.msstate.edu/procurement/bids/index.php> located under RFP 2026109. It is the respondent's responsibility to assure that all addenda have been reviewed and, if applicable, signed and returned.

## **1. UNIVERSITY OVERVIEW**

Mississippi State University (MSU) is a comprehensive land-grant university. The main campus is located adjacent to the community of Starkville in northeast Mississippi, with an additional campus located in Meridian. The university operates agricultural research and experiment stations throughout the state and maintains an Extension office in each of Mississippi's eighty-two counties. Additional information about MSU can be found on our website [www.msstate.edu](http://www.msstate.edu).

The Mississippi LIFT Resource & Referral Network (R&R) at MSU Extension provides families and early childhood professionals with access to developmentally appropriate educational resources, referral services, family engagement activities, and additional support. The network includes thirty-one (31) sites located throughout Mississippi and four (4) mobile resource units. Although several sites are currently in transition, existing materials, inventory, and patron records associated with all thirty-one (31) sites and four (4) mobile units will require migration to the selected system- web-based software.

The mobile units serve rural and underserved communities throughout Mississippi, expanding access to educational materials, equipment, and support for families, community members, and early care and education professionals. The units participate in community events and conduct scheduled visits across the state to promote equitable access to resources and services.

Additional information about the Mississippi LIFT Resource & Referral Network is available at <https://extension.msstate.edu/family/children-and-parenting/mississippi-lift-resource-and-referral-network>

## **2. INVITATION TO SUBMIT PROPOSAL ON RFP**

The Mississippi LIFT Resource & Referral Network (R&R) at MSU Extension seeks a web-based software application system that will enable the R&R staff and our partners/patrons to maximize effort by incorporating streamlining and tracking requirements for on-site support, monitoring, reporting, and data collection of various reports and proposals. This would include the ability to collect and visualize data, manage current projects, maintain compliance, monitor proposal and project progress, monitor and approve requests, provide evaluation of program impacts, and the ability to report results. The solution must provide the capability to maintain oversight of thirty-one (31) R&R sites and four (4) Mobile R&R units across the state of Mississippi. Each R&R site and mobile unit has a lending library with a variety of learning materials and educational toys for early childhood professionals, children, and families. The software/application system is vital for maintaining a catalog of the resources, partners/patrons, items loaned, and referrals to other state/local resources.

The system should be flexible and customizable in a way that allows the R&R sites to monitor ongoing work and report essential statistics, data, and program progress to ensure compliance.

The system should improve coordination and collaboration among both the R&R and its partners/patrons by storing and monitoring all data and requests submitted through the system, allowing the data to be sent by any partner/patron, but allow for it to be accessed by any partner/patron with appropriate authorization, so that authorized users may be able to review or approve any reports or requests submitted through the system.

Once implemented, the system will act as a platform to manage the activities of the R&R site, program, and its partners/patrons.

The web-based system must allow for the upload and storage of files up to 20MB per individual file, and input into online forms designed by R&R. The system should allow R&R to review or approve uploaded items remotely, with the ability to comment in order to provide feedback if necessary.

The system/software/application must offer the following components:

- Catalog & Barcoding of R&R Commodities
- Item Check In/Out
- Referral Tracking
- Partner/Patron Information
- Generation of multiple reports (See Section C)
- Staff Follow-up Documentation
- Non-generative AI Smart Search
- 24/7 Customer & Technical Support Services
- Remote Access for Specific Staff & Admin
- Daily/Monthly Visitor Tracking
- Web OPAC for Individualized Site Information
- Item Search Statistics
- Receive & Reply to Partner/Patron requests via web portal with initial automatic reply
- Workflow Assignments
- Support Individual Staff Log In via University's SSO-Duo Security Feature

In addition, the application shall provide functionality to support the Nurturing Homes Initiative (NHI) inventory tracking and reporting requirements.

The Nurturing Homes Initiative (NHI) program is dedicated to enhancing the quality of early education experiences in family child care homes. The mission revolves around providing mentorship, elevating the learning environment, and delivering research-based information, all aimed at nurturing and enriching the development of children. NHI provides quality training, technical assistance, and evaluation activities to develop and/or enhance the skills of unlicensed and licensed family-home providers in Mississippi. Through one-on-one visits, the year-long

program offers dedicated support from coaching to help achieve goals and tailored professional development activities specifically to the provider's needs. NHI provides educational incentive materials in accordance with a technical assistance lesson for each family-home provider. Additional information about this program can be found at our website <https://extension.msstate.edu/family/children-and-parenting/nurturing-homes-initiative>

Services will include creating the data structure, creating a data entry form, secure storage of inventory data, and designing reports that can be exported into Microsoft Excel. The application shall provide a centralized, searchable repository for NHI inventory data, allowing authorized users to efficiently search, retrieve, analyze, and report information to support program operations and reporting requirements.

### **3. SCOPE OF SERVICES REQUIRED**

The selected vendor shall provide a comprehensive, scalable, and secure tracking system for maintaining a catalog of the resources, patrons, items loaned, and referrals to other state/local resources. The system must support MSU's operational, financial, and compliance requirements as described herein. The solution must include centralized storage of data/information, workflow-driven approvals based on program specifications, and role-based access controls for authorized users.

The solution should be cloud-based, accessible via desktop and mobile devices, and designed to promote ease of use, transparency, and compliance with institutional policies and internal controls. The cloud-based solution will have the option to easily import data "captured" offline once back online.

To ensure successful implementation, the proposed system must meet MSU's absolute minimum technical and functional requirements. Vendors must provide detailed responses explaining how their solution satisfies each requirement outlined below. The following subsections define MSU's expectations related to system functionality, workflow and approvals, integration requirements, security and compliance, reporting capabilities, and ongoing maintenance and support. Proposals that fail to meet these minimum requirements may be deemed non-responsive and removed from consideration.

#### **A) GENERAL**

- Application must be a COTS application with flexible configuration options.
- Application must be browser-based.
- Application must be accessible remotely by staff (not tied to a specific computer or device).
- Application must offer both a staff interface and a public interface portal, with the ability to offer individualized information per site location.
- Application must provide circulation tracking.

- Application must provide loans tracking.
- Application must provide acquisitions tracking.
- Application must provide the ability to track referrals, questions and the staff's responses, including linking resources to the request record. Email integration must be supported with an initial automatic reply upon initial contact.
- Application must provide a dashboard to show all requests that have been received, the ability to assign them to specific team members, update the status of requests, see who is working on what and what the status is, and archive any completed responses so that they are available for searching and tracking statistics of all requests that have been processed in a given amount of time.
- Application must be a relational database where records are linked together (such as patron records, resource records, request records) to minimize the duplication of data entry efforts.
- Application must be able to allow staff to make changes to the data structure, the staff interface, and the public interface portal, without requiring the vendor's help/assistance.
- Vendor must provide support by email and phone with 24/7 emergency support.

## **B) DATA & CONFIGURATION**

- Vendor must provide implementation services including training.
- Fields must be customizable to match current software – “Resource Mate” fields.
- Application must be provided for tracking non-traditional materials such as puzzles, games, art supplies, etc., as well as books.
- Application must provide a form for gathering custom contact information of clients and the program.
- Application must provide a form for inputting events and services offered by the program, including dates of events that can be surfaced on the public interface portal.
- Application must support tracking visits of patrons, with the ability to search on daily and monthly visitor numbers.
- Application must support tracking data gathered and entered by R&R staff by phone and email as to current childcare vacancies for infants and toddlers, to be able to provide this information as needed during referrals.
- Application must support tracking inventory of a wide range of educational incentive materials provided by the NHI program, including tracking dates, what was taken, amount of each item taken, by whom, and current stock levels.
- Application must provide batch update tools to add, delete, or replace data.
- Application must support data entry via manual entry, batch update through CSV import, and quickly add a group of brief records through a grid interface, with the ability to add further details at a later date.

- The application must provide the capability to upload images, documents, and other supported media types as part of individual resource records. At a minimum, the system shall support uploading the following file formats: PDF, .doc/.docx, .txt, .xls/.xlsx, .jpg, .png, .svg, .csv, and .zip, with a maximum individual file size of 20 MB. The application shall automatically scan all uploaded files for viruses or other malicious software before acceptance into the system. Uploaded files shall be retained for the duration of the active contract with the awarded vendor and in accordance with Mississippi State University records retention policies, applicable federal and state regulations, and any grant-specific requirements.
- The application shall also provide the capability to export system data to Microsoft Excel (.xlsx) and CSV (.csv) formats to facilitate data analysis, reporting, and manipulation. In addition, the system shall support the export of data into useable formats (such as CSV) for use in other data collection, reporting, or management systems as necessary to meet federal, state, university, and grantor reporting and compliance requirements.
- Application must track patron information for an unlimited number of patrons.
- Barcodes must be supported, and application must allow duplicate barcodes.
- Application must provide the ability to search across all collections, as well as within the collection of a specific site.

### **C) SEARCH & REPORTING**

- Application must provide search options such as basic search, advanced search on multiple fields, command search, and Boolean search.
- Application must provide a non-generative AI smart search to enhance search for staff and/or the public.
- Application must provide the ability to save static lists of resources as well as save queries that can pull dynamically updated results.
- Application must provide the ability to create and modify reports without assistance/help from the vendor.
- Application must report on statistics such as monthly stats on the total number of referrals received as well as the breakdown of where those referrals came from, statistics on total number of visitors as well as the breakdown of who those visitors were (teachers, students, etc.), statistics on circulation, statistics on events and participants, and statistics on the number of days open and closed and associated reasons
- Application must generate an Excel report that collates Toddler and Infant childcare vacancies quarterly from data gathered from multiple childcare facilities.
- Application must generate an Excel report that tracks and documents the distribution of NHI educational incentive materials and the current inventory quantity on hand for

each education incentive item. Reports shall include specific dates/timeframes, what was taken, amount of each item taken, by whom, and current stock levels.

- Application must provide the ability to limit editing privileges for staff. (e.g. Staff from location A should only be able to edit collections from location A.)
- Application must track and provide reports on the activities and statistics of the public interface portal.

#### **D) PERMISSIONS**

- Application must require staff to log in with their own individual account, and to use that account to track who adds and modifies records in the application.
- Application must provide the ability to limit view and edit privileges for staff down to the field and record level.
- Application must provide the ability to control which data sets from the database are viewable on the public interface portal.
- Public interface portal must be WCAG compliant.

#### **E) ACCESSIBILITY**

- Vendor must provide Voluntary Product Accessibility Template (VPAT) that covers the web-based public interface portal as part of the response. The web-based public portal interfaces must meet WCAG 2.1 AA requirements.
- Solution must be provided by the vendor as a Software as a Service (SaaS) solution.
- Vendor must provide release notes and communicate upcoming changes to administrators, allowing preparation for new features and any necessary adjustments.
- Initial training must be provided, with options for additional training as needed to support ongoing system.
- Vendor must offer email and phone support and ensure prompt updates as well as timely resolution. The vendor will clearly define the procedures for system maintenance, technical support, and problem escalation to facilitate prompt and effective issue resolution.
- The system must meet applicable local, state, and federal data security standards.
- The vendor must provide a detailed implementation plan outlining the process, timeline, and key milestones for system deployment.

#### **F) TECHNICAL**

- To ensure compatibility, security, and efficiency, the system must include the following absolute minimum standards that a vendor and their proposed system must meet. Proposals that fail to meet these requirements will be removed from consideration. Vendors must provide a detailed description of how their system meets each requirement.

- Vendor must be SOC II (2) certified and provide a SOC II (2) report and bridge letter.
- Platform must support major web browsers, including Microsoft Edge, Firefox, Safari, and Chrome
- The system must be a hosted, Software-as-a-Service (SaaS) solution to ensure scalability, accessibility, and reliability.
- There will be no restrictions on the number of staff/administrative users from the R&R program (who number approximately 80 at this time)
- At a minimum, the system must provide a portal capable of supporting web-based search and discovery for 32,000 or more users/R&R patrons, based on previous data of visitors and staff at the R&R facilities
- User permissions and access to system functions must be role-based, allowing users to be assigned multiple roles as needed. These role-based permissions will govern each user's ability to add, edit, and view information within the system.
- The application must provide an intuitive staff interface that enables users to submit reports easily via desktop computer and mobile devices
- A robust and reliable system maintenance and support structure is required to ensure seamless operation, security, and ongoing functionality of the system. The selected vendor must provide comprehensive configuration, and training support to facilitate smooth implementation and effective long-term use. A train-the-trainer model is preferred, where designated staff members receive in-depth training to enable them to educate end users across the program.
- The system must support Single Sign-On (SSO) functionality and be fully compatible with MSU's Multi-Factor Authentication (MFA) requirements to enhance security and streamline user access.
- Application must support Single Sign-On (SSO) via SAML 2.0
- Vendor must provide 99.5% uptime.
- Vendor must provide a "Service Level Agreement"
- Vendor shall provide a statement stating whether the company is compliant with FERPA, GDPR, GLBA, NACH, and Red Flag Regulation requirements.
- The R&R anticipates the initial contract to span thirty-six (36) months covering system implementation, maintenance, and ongoing support, with a two (2) year option to renew. Vendor must provide details regarding licensing requirements, recurring costs, and any additional fees associated with the continued technical support and system upkeep.
- To ensure uninterrupted system performance, support must include access to product updates, patches, and security hotfixes at no additional cost beyond the agreed-upon subscription fees. After the initial three-year period and potential additional two-year option to renew, subscription costs will be reviewed annually and renewed based on performance and institutional needs.

- As a valued customer, R&R requires an expedited process for high-priority issues, ensuring prompt response times and swift resolution of critical concerns. The support system should provide real-time status updates, comprehensive case tracking, and seamless communication with vendor support teams to minimize disruptions and maintain operational efficiency.

#### **4. INQUIRIES ABOUT RFP**

Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. **Questions should be submitted either via a Word document or plainly typed in the email itself.** Responses to these inquiries may be made by addendum to the Request for Proposal (RFP). Please send your inquiries to Jay Rester via electronic mail at [jrester@procurement.msstate.edu](mailto:jrester@procurement.msstate.edu). All inquiries must be in writing no matter how minor they seem.

All inquiries should be marked “URGENT INQUIRY. MSU RFP 2026109”

#### **5. ADMINISTRATIVE INFORMATION**

##### **a) Issuing Office**

This RFP is issued by the following office:

Office of Procurement Services  
Mississippi State University  
245 Barr Avenue, 610 McArthur Hall  
Mississippi State, MS 39762

##### **b) Schedule of Critical Dates**

The following dates are for planning purposes only unless otherwise stated in this RFP; progress towards their completion is at the sole discretion of the university.

|                                                 |                           |
|-------------------------------------------------|---------------------------|
| <b>RFP Posted</b>                               | <b>September 28, 2026</b> |
| <b>Questions from Vendors Due</b>               | <b>October 7, 2026</b>    |
| <b>MSU Q&amp;A Response Due</b>                 | <b>October 9, 2026</b>    |
| <b>Proposal Submission Deadline – 2:00 p.m.</b> | <b>October 20, 2026</b>   |
| <b>Award Date (Estimated)</b>                   | <b>November 15, 2026</b>  |
| <b>Contract Effective Date (Estimated)</b>      | <b>December 15, 2026</b>  |

## 6. PROPOSAL CONTENTS

This is a two-step RFP process. The technical proposals and the cost proposals are to be submitted in separate sealed envelopes. Indicate firm name, RFP# and the word “Technical Proposal” on the front of the sealed technical proposal envelope or package. Indicate the firm name, RFP# and the word “Cost Proposal” on the front of the sealed proposal envelope or package.

At a minimum, the following items should be included in the contents of the Technical Proposal:

- Cover letter, indicating the scope of the proposal. The letter should include an overview of the services being offered. The letter should include a statement of exceptions to any of the terms and conditions outlined in this RFP. (Cover letters should be no more than 3 pages in length.)
- Corporate Structure and Credentials
  - Number of years of experience
  - Staffing levels and support proposed
  - Examples of similar previous work including the following information for each example:
    - Entity/organization category
    - Brief description of the project or services provided
    - Type of software/application implemented
    - Primary functions or services provided
    - Brief description of the outcome or success of the project
  - Examples of similar previous work shall include a minimum of one of the following combinations:
    - One (1) State Agency and one (1) Federal Agency
    - Two (2) Federal Agencies
    - Two (2) State Agencies
- Operations and Ability to Perform
  - Provide an operation plan. This should include, but not be limited to, acknowledgement and agreement with all requirements as well as explanations, where applicable, of the intended plan to achieve the requirements.
  - Describe how services will be provided to MSU.

At a minimum, the following items should be included in the contents of the Cost Proposal:

- Fees for initial purchase of service/subscription (including all preparation, installation, rollout, training and first year maintenance and support)
- Any one-time fees implemented to any yearly fees (1,2,3, & potential optional 2 years
- Annual Maintenance & Support Costs after initial purchase and Year 1 subscription & service fees

- Annual Maintenance Cost for Year 2 Subscription & Services fees
- Annual Maintenance Cost for Year 3 Subscription & Services fees
- Annual Maintenance Cost for Year 1 Subscription & Services fees of 2-year optional renewal
- Methods of payment accepted (including reference to any potential fees applicable to a payment type (i.e. Credit card fee)
- Acceptance of MSU being tax exempt, and no such charges will be imposed

## **7. DISCUSSIONS/EVALUATION CRITERIA/AWARD PROCESS**

MSU reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. MSU reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. MSU likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. MSU may make a written determination showing the basis upon which the award was made, and such determination shall be included in the procurement file.

MSU reserves the right to award this contract in whole or in part depending on what is in the best interest of MSU, with MSU being the sole judge thereof.

The evaluation factors outlined in this section are described as follows:

- The Vendor's ability to deliver an application meeting the overall objective and functions described in the RFP
- Competitive fees
- Availability of and access to technical support
- Vendor's experience with similar systems
- Compliance with applicable State and Federal laws and regulations
- The committee may invite finalists for interviews and/or presentations.

Failure to attend a requested interview or presentation before the committee may result in a proposal not being considered.

Upon award of contract(s), successful respondent(s) will be asked to provide a transition plan and timeline and obtain MSU's input and concurrence before moving forward.

Proposals will be scored based on the following weights (100 points total):

- Corporate Structure/Years of Experience/References – 30 pts.
- Operation Plan/Ease of Use/Services/Features/Functions Offered – 40 pts.

- Fees – 30 pts.

## **8. PROPOSAL SUBMISSION**

### **Responses Submitted Electronically in Bully Buy:**

If you did not receive an invitation to reply in Bully Buy, contact the person on page one and request an invite.

**Technical Proposal:** Proposal must be submitted in PDF format and state “Technical Proposal” in the title of the document. This document must be separated from the cost proposal, or the response may be considered non-responsive.

**Cost Proposal:** Cost proposal must be submitted in PDF format and state “Cost Proposal” in the title of the document. This document must be separate from the technical proposal, or the response may be considered non-responsive.

### **Responses Submitted Physically:**

Proposals shall be submitted in two packages (envelopes or boxes) as outlined in Section 7. Please make sure that the RFP number is clearly visible on the outside of the package.

**Technical Proposal** – One (1) original and one (1) electronic copy (of the complete technical proposal in one pdf file on a flash drive) of parts 7(b)(i) (Cover Letter), 7(b)(ii) (Corporate Structure and Credentials), and 7(b)(iii) (Operations and Ability to Perform) should be sealed in a package with “Technical Proposal” in the lower left-hand corner. Each submitted package should be a complete copy.

**Cost Proposal** – One (1) original and one (1) electronic copy (of the complete cost proposal in one pdf file on a flash drive). Should be sealed in a package with “Cost Proposal” in the lower left-hand corner. Each submitted package should be a complete copy.

The proposal package must be received on or before **2:00 p.m. on October 20, 2026**. It is the responsibility of the respondent to ensure that the proposal package arrives at Mississippi State University on time. The proposal package should be delivered or sent by mail to:

**Office of Procurement and Contracts  
Mississippi State University  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39762**

Your response must include the signature page included in this RFP (See Appendix A) and contain the signature of an authorized representative of the respondent's organization. The signature on the "Original" signature page can be electronic.

MSU reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items bid if deemed in the best interest of the University to do so.

Proposals received after the stated due date and time will be returned unopened. Currently, RFP submissions via facsimile or other electronic means are not acceptable.

## **9. TWO-PHASE, BEST AND FINAL OFFER**

If the initial proposals do not provide MSU with a clear and convincing solution, or if MSU feels it is appropriate to offer the potential providers an opportunity to submit revised proposals, MSU reserves the right to use a two-phase approach and/or invite Best and Final Offers (BAFO). Based on the information obtained through the proposal submittals (Phase-One), MSU may choose a specific business model, and potential providers may be asked to submit revised proposals based upon that specific model.

The evaluation committee may develop, for distribution to the top-ranked firms, refined written terms with specific information on what is being requested as a result of information obtained through the initial RFP submittal process. Proposers may be asked to reduce costs or provide additional clarification to specific sections of the RFP. Selected proposers are not required to submit a BAFO and may submit a written response notifying the solicitation evaluation committee that their response remains as originally submitted.

## **10. TERM OF CONTRACT**

MSU intends to enter into a three (3) year contract, with the option for renewal for two (2) additional years and estimated to begin December 15, 2026.

MSU reserves the right to terminate this agreement with thirty (30) days' notice, by the Director of Contract Administration via certified mail to the address listed on the signature page of this RFP (See Appendix A) if any of the terms of the proposal and/or contract are violated.

In the event the contractor fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, MSU will notify the contractor, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a ten (10) day period, the contractor must submit, in writing, why such corrective action has not been performed. The University reserves the right to determine whether or not such noncompliance may be construed as a failure of performance of the contractor.

Termination of contract by contractor without cause can only occur with at least one hundred and twenty (120) days' notice prior to the proposed termination of the contract.

In the event MSU employs attorneys or incurs other expenses it considers necessary to protect or enforce its rights under this contract, the contractor agrees to pay the attorney's fees and expenses so incurred by MSU.

## **11. ACCEPTANCE TIME**

Proposal shall be valid for ninety {90} days following the proposal's due date.

## **12. RFP CANCELLATION**

This RFP in no manner obligates MSU to the eventual purchase of any services described, implied, or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of MSU and may be terminated without penalty or obligations at any time prior to the signing of a contract. MSU reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.

## **13. INDEPENDENT CONTRACTOR CLAUSE**

The contractor shall acknowledge that an independent contractor relationship is established and that the employees of the contractor are not, nor shall they be deemed employees of MSU and that employees of MSU are not, nor shall they be deemed employees of the contractor.

## **14. DISCLOSURE OF PROPOSAL CONTENTS**

Proposals will be kept confidential until evaluations and awards are completed by MSU. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential.

IMPORTANT! The offeror/proposer should mark any pages of the proposal considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated 25-61-9 and 79-23 1 (1972, as amended). Each page of the proposal that the proposer considers trade secrets or confidential commercial or financial information should be on a different color paper than non-confidential pages and be marked in the upper right-hand corner with the word "CONFIDENTIAL."

Failure to clearly identify trade secrets or confidential commercial or financial information will result in that information being released subject to a public records request.

## 15. OTHER CONTRACT REQUIREMENTS

**Award Terms:** This contract shall be awarded at the discretion of the University based on the capabilities and overall reputation of the Supplier, as well as the cost. Acceptance shall be confirmed by the issuance of a contract from the University.

**Standard Contract:** The awarded contractor(s) will be expected to enter into a contract that is in substantial compliance with MSU's standard contract. The technical proposal should include any desired changes to the standard contract. It should also be noted that there are many clauses which the MSU cannot change (see Standard Addendum). Significant changes to the standard contract may be cause for rejection of a proposal. Both documents can be found here: <https://www.contracts.msstate.edu/resources/standard-forms>.

**The Procurement Process:** The following is a general description of the process by which a firm will be selected to fulfill this Request for Proposal.

- Request for Proposals (RFP) is issued to prospective suppliers.
- A deadline for written questions is set.
- Proposals will be received as outlined in Section 8.
- Unsigned proposals will not be considered.
- All proposals must be received by MSU no later than the date and time specified on the cover sheet of this RFP.
- At that date and time, the package containing the proposals from each responding firm will be opened publicly, and the name of each respondent will be announced.
- Proposal evaluation: The University will review each proposal.
- At their option, the evaluators may request oral presentations or discussions for clarification or to amplify the materials presented in the proposal.
- Respondents are cautioned that this is a request for proposals, not a request to contract, and the MSU reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the University.
- The proposals will be evaluated according to the criteria outlined in Section 7.

## **APPENDIX A: SIGNATURE PAGE**

Provide information requested, affix signature and return this page with your proposal:

Name of Firm: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

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

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