Mississippi State University

Invitation to Bid

Children's Educational Items

October 9, 2026

1. Mississippi State University is requesting bids from companies that maintain a catalog of children's manipulative items, books, puzzles, toys, storage bins, furniture, etc. MSU has identified the following catalogs as being acceptable: Kaplan Early Learning Company, Lakeshore Early Learning Company, Earlychildhood LLC dba Discount School Supply, Really Good Stuff LLC, and Fun and Function Incorporated.

2. The initial contract term shall be twelve (12) months, with the option to renew for one (1) additional twelve-month period, provided that the maximum contract amount has not been exceeded and subject to the written approval of both parties. Regardless of the contract term, the contract shall terminate once the maximum contract amount has been reached. It is anticipated that the contract will be effective January 1, 2027, or as soon as all documentation has been completed and approved by all parties and a contract issued.

3. Interested vendors shall submit a bid offering discounts from their current catalog(s). Different discounts may be offered for: **A. Items with no assembly required and Items to be organized and pre-packed/assembled into specific type kits as specified by The School of Human Sciences-Ext. Early Childhood Programs and delivered to a specific physical address.** The School of Human Sciences-Early Childhood Programs will determine specific items to be included in each kit and the vendor will deliver to a specified destination. Kits will be pre-assembled by vendor & packaged together making one complete kit. (i.e. Dramatic Play Kit, Manipulative Kit, Language/Literacy Kit, Fine Motor Kit, etc.) **B. Items unassembled; C. Items to be assembled by vendor and delivered;** and **D. Items to be assembled by vendor on site.** As prices change during the year, MSU will pay the price shown in the catalog on file at MSU Procurement and Contracts on the day the order is placed, less the appropriate discount. This will allow the awarded vendor to provide updated catalogs as necessary.

4. If bidding incorporates more than one catalog, bidders are asked to submit a list of the name and date of each catalog being proposed. Vendors may exclude items from the contract if they so desire. Vendors are asked to submit a list of the categories, items, and pages they wish to exclude from the catalog. Bids, excluding items in excess of 5% of the catalog, may be rejected. Vendors are asked to submit the number of items or pages being excluded in a

catalog(s). During the term of the contract, as new catalogs are submitted, the contractor will be required to submit an updated list of the categories, items, or pages that they wish to exclude from the new catalog.

5. Two copies of all current catalog(s) included in the proposal shall be submitted with the bid. Additional copies may be required upon reward.

6. New items that have not yet been published in the contractor's catalog but are available on the awarded contractor's website may be ordered. When submitting an order for such items, the purchaser shall identify the item as **"ON-LINE."**

7. Computers and computer software will be specifically excluded from this agreement.

8. Chairs, desks, and workstations will be specifically excluded from this agreement. (Children's table and chairs set are allowed/approved in this agreement).

9. Items with a net purchase price in excess of $5,000.00 will be specifically excluded from this agreement.

10. Orders will be placed throughout the year and will specify delivery of specific items and/or kits to various locations within the state of MS. Deliveries to specific locations wherein the total order does not exceed $100.00 will be FOB Destination/Prepay & Add, requiring vendor to prepay freight and wherefore add to invoice. All orders exceeding $100.00 will be FOB destination with no freight paid by MSU. Awarded vendor must provide proof of delivery, including the signature of recipient if so requested by the Office of Procurement & Contracts or The School of Human Sciences-Ext. Early Childhood Programs. Failure to provide the signed proof of delivery may constitute a replacement order/shipment by awarded vendor at no additional charge to the School of Human Sciences- Ext. Early Childhood Programs

11. Orders placed for various projects falling under the jurisdiction of MSU's School of Human Sciences-Ext. Early Childhood Programs will be made by submission of an order. Each order shall include the following information, as applicable:
    - Quantity
    - Description
    - Item number
    - Page number or "On-Line"

- Catalog or website price
- Discount bid percentage
- Discount amount/deduction
- Cost per item after discount
- Total cost per line item
- Total order amount
- Physical address or specific delivery location
- MSU contact name and telephone number
- Shipping recipient's contact name and telephone number
- Requested, needed, or expected delivery date

If deemed necessary, each order may be assigned a unique identifier consisting of a designated program-specific prefix followed by a sequential number. Order identifiers shall be numbered consecutively within each respective program.

12. The contractor is required to submit a separate invoice for each order submitted. Invoices must be submitted to the Department of Human Sciences – Ext. Early Childhood Programs, Business Team, P.O. Box 9860, Mississippi State, MS 39762. Each invoice must reference the applicable MSU contract number and the unique order identifier, if assigned. If the awarded contractor has the capability to submit invoices electronically, the applicable email address(es) and/or electronic submission procedures shall be determined and finalized with the contractor upon execution of the contract.

13. At this time and contingent on funding, MSU estimates the value of this contract to be approximately $1,995,000.00.

14. MSU will award the contract to one vendor/contractor. Orders are required to be purchased from the awarded contractor unless there is adequate justification for purchasing from another vendor. Those reasons would include, but not limited to the following: awarded contractor does not carry a product(s) that will adequately meet the need, awarded contractor is not able to provide the item(s) within the time frame required; other justifications to be deemed appropriate by the Director of the purchasing entity.

15. The purpose of this bid and resulting contract will be to create an Agency Contract for use by departments of Mississippi State University. If the awarded bidder is agreeable, MSU may submit this resulting contract to the State of Mississippi-Office of Purchasing and Travel for review and approval as a non-mandatory state contract for use by

other state agencies and governing authorities (Cities, Counties, K-12, Head Start, etc.) The bidder is asked to indicate their desire to extend the pricing and discounts to other entities (See Section 18C and 18D).

16. MSU will award the contract to the vendor offering the greatest overall discount based upon the following weights: 60% of the items will be no assembly required and/or kits assembled and pre-packaged into specific kits and delivered to specified destination, 30% will be unassembled items and delivered to specific destination, 5% will be items to be assembled by the vendor and delivered to the specified destination, and 5% will be items to be assembled by vendor on site.

17. Please bid using the form below:

    A. Items requiring no assembly and/or items assembled and pre-packaged into specific kits

    % _____ discount from catalog price

    B. Items to be unassembled % _____ discount from catalog price

    C. Items to be assembled by vendor % _____ discount from catalog price

    D. Items to be assembled by vendor on site % _____ discount from catalog price

    MSU will apply the weights to determine an overall discount for evaluation purposes:

    Example: Vendor bids A. 38%, B. 32%, C. 17%, D. 7%

    30% x.60 = 18.00%

    25% x .30 = 7.5%

    10% x .05 = .50%

    5% x .05 = .25%

    Overall discount for evaluation purposes = 26.25%

18. The following factors will only be used in the evaluation if there is a tie bid:

    A. Bidders are asked to indicate if they will accept orders made using a Procurement Card.

    _____Yes _____No

    B. Bidders are asked to indicate if they have an online ordering system that would provide contract prices and Procurement Card capability. _____Yes _____No

    C. Bidders are asked to indicate if they will offer the prices and discounts to all other State Agencies and Institutions in the State of Mississippi. _____Yes _____No

D. Bidders are asked to indicate if they will offer the prices and discounts to all other Governing Authorities (City, County, K-12, Head Start, etc.) in the State of Mississippi. _____Yes _____No

Name of Company:

_____

Name of Representative submitting bid:

_____

Phone Number:

_____

Fax Number:

_____

Contact Person(s) for Vendor regarding orders/requests and direct phone number:

_____

_____

Contact Person(s) for Vendor regarding invoice/s affiliated with orders/requests and Direct Phone Number:

_____

_____

Bidders shall submit a document with all appropriate ordering information.