



STATE OF MISSISSIPPI

APPROVAL FORMAT

OFFICE SUPPLIES

DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING AND TRAVEL
1401 WOOLFOLK BUILDING, SUITE A
501 NORTH WEST STREET
JACKSON, MISSISSIPPI 39201

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APPROVAL FORMAT FOR OFFICE SUPPLIES

Vendors interested in having products listed on the Qualified Products List for the State of Mississippi Office Supplies Contract must follow the steps outlined below.

1. Submit a letter requesting the addition of specific model numbers to the Qualified Products List. In this letter the vendor must indicate the following:
 - a. The State of Mississippi item number for which the product is being proposed. This number is in the left-hand column of the bid form. (Example: 615-03-20070-3)
 - b. The company name and the name, address and phone number of the individual making the request.
 - c. Technical data sheets and descriptive literature on the product being proposed must be included. A current published price list must also be included.
 - d. Samples of the office supplies shall be furnished to be evaluated by the Evaluation Committee.
2. The letter referenced above should be mailed to: Office of Purchasing and Travel, 1401 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS 39201.
3. Upon receipt of the above information, the Evaluation Committee will review the proposal for compliance with the specifications.
4. The evaluation will be based on various criteria such as a visual comparison of material quality, construction quality, overall appearance and anticipated durability. The Committee will list the product as being acceptable, not acceptable, or further evaluation needed. The vendor or vendor representative will be notified of the Committee's evaluation results and will be given an opportunity to discuss the results.