

REVERSE AUCTION QUICK REFERENCE GUIDE

Is there a fee for using Reverse Auctions in MAGIC?

No. The State of Mississippi will not charge any additional fees for products or services purchased through Reverse Auctions in **MAGIC**.

How do I register as a Vendor in MAGIC?

Vendors who are new to MAGIC may visit the [Vendor Information page](#) on DFA's Web Site, or register online, [Vendor Registration](#).

To log into MAGIC, open the following URL: <https://portal.magic.ms.gov/irj/portal>

What are the Password Requirements?

Passwords must be at least eight characters long.

Passwords must contain at least one uppercase letter.

Passwords must contain at least one number.

What are the technical requirements for using Reverse Auctions?

Acceptable Internet Browser(s) -

- Microsoft Internet Explorer (IE) version 11

Note: Pop-up blocker must be turned off.

How do I participate in a Reverse Auction?

Be registered in MAGIC

Ensure you meet the technical requirements.

Respond to the RFx (RFQF) and with a bid response that meets the bid qualifications. Instructions for creating a response to an RFx are available here, [RFx Response -Supplier Self Service](#).

Can anyone participate in a Reverse Auction?

Anyone can participate in the pre-qualifying RFQF. Only bidders who submit a qualifying response to the RFx (RFQF) are invited to participate in the Reverse Auction.

How do I find RFQF Bid opportunities?

Bid opportunities may be found on the MS Procurement Portal, [\(RFx\) Procurement Opportunities](#) or by searching in MAGIC.

Are all products or services required to use Reverse Auctions?

No. Only basic commodity procurements require Reverse Auctions (i.e. office supplies, furniture, vehicles). Information Technology products, construction contracts, and most service procurements do not require use Reverse Auctions.

If I submit an erroneous bid or need technical support, who do I contact?

- During the Reverse Auction – Send a message via the Chat feature to the Auction Monitor (Agency Buyer) who is monitoring the Reverse Auction. Chatting during the Reverse Auction should be limited to this such as erroneous bids or technical issues.
- Prior to the Reverse Auction - Contact the MAGIC Help Desk at mash@dfa.ms.gov.

Where can I find complete Reverse Auction instructions for the Bidder?

Complete step-by-step instructions for the [Reverse Auction Bidder's Guide](#) can be found on the Vendor Information page of DFA's Website.

Submitting Price:

Live Auction Cockpit

Name: 1130-18-R-RFQF-00005

Number: 3300000099 Currency: USD

Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding

Description:

Requester: 1130_SRGBOS2

Start Date: 10/04/2017 10:20:00 AM CDT

End Date: 10/04/2017 11:25:00 AM CDT

Time Remaining: 00:00:00 (Ended)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material 01	10	each	1	10.00	1.00	1	1.00	10.00	1.00	0.00	
2	Test Material 02	12	each	1	9.50	1.00	3	9.00	108.00	1.50	0.50	
3	Test Material 03	15	each	1	6.00	1.00	2	5.50	82.50	1.00	0.00	
4	Test Material 04	20	each	1	18.00	1.00	3	17.00	340.00	5.00	4.00	

Total Value of My Bids 540.50

Total Bid Value:

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material 01	10	each	1	10.00	1.00	1	1.00	10.00	1.00	0.00	
2	Test Material 02	12	each	1	9.50	1.00	3	9.00	108.00	1.50	0.50	
3	Test Material 03	15	each	1	6.00	1.00	2	5.50	82.50	1.00	0.00	
4	Test Material 04	20	each	1	18.00	1.00	3	17.00	340.00	5.00	4.00	

Definitions:

Start Price – starting bid price of the item (Bids higher than the start price will not be accepted.)

Bid Decrement – the minimum amount by which a Seller's total bid price must decrease when submitting a bid

Best Bid – the current best bid

Next Valid Bid - determined by the Best Bid minus the bid Decrement amount