# **REVERSE AUCTION QUICK REFERNCE 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 <u>Vendor Information page</u> on DFA's Web Site, or register online, <u>Vendor Registration</u>.

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, <u>RFx Response -Supplier Self Service</u>.

## 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, <u>(RFx) Procurement Opportunities</u> 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 <u>do</u> <u>not</u> require use Reverse Auctions.

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

- <u>During the Reverse Auction</u> 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 <u>Reverse Auction Bidder's Guide</u> can be found on the Vendor Information page of DFA's Website.

## **Submitting Price:**

Name: 1130-18-R-RFQF-00005   Number: 3300000099 Currency: USD   Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding   Description: Currency: Currency:						Requester: Start Date: End Date: Time Remaining:		1130_SRMBOS2 10/04/2017 10:20:00 AM CDT 10/04/2017 11:25:00 AM CDT 00:00:00 (Ended)			G
Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
est Material 01	10	each	1	10.00	1.00	1	1.00	10.00	1.00	0.00	
est Material 02	12 each		1	9.50	1.00	3	9.00	108.00	1.50	0.50	
est Material 03	15	each	1	6.00	1.00	2	5.50	82.50	1.00	0.00	_
est Material 04	20	each	1	18.00	1.00	3	17.00	340.00	5.00	4.00	
	: 3300000 ofile: Reverse tion: Description est Material 01 est Material 02 est Material 03	: 330000099 ofile: Reverse auction wittion: Description Quantity est Material 01 10 est Material 02 12 est Material 03 15	: 330000099 ofile: Reverse auction with brok tion: Description Quantity Unit est Material 01 10 each est Material 02 12 each est Material 03 15 each	: 330000099 Currency: I ofile: Reverse auction with broken lot, full qu tion: Description Quantity Unit Price Unit est Material 01 10 each 1 est Material 02 12 each 1 est Material 03 15 each 1	:: 330000099 Currency: USD   ofile: Reverse auction with broken lot, full quantity, anonytion:   Description Quantity Unit Price Unit Start Price   est Material 01 10 each 1 10.00   est Material 02 12 each 1 9.50   est Material 03 15 each 1 6.00	330000099 Currency: USD   ofile: Reverse auction with broken lot, full quantity, anonymous bidding tion:   Description Quantity Unit Price Unit Start Price Decrement   est Material 01 10 each 1 10.00 1.00   est Material 02 12 each 1 9.50 1.00   est Material 03 15 each 1 6.00 1.00	:: 330000099 Currency: USD Start D   ofile: Reverse auction with broken lot, full quantity, anonymous bidding tion: End Date   Description Quantity Unit Price Unit Start Price Decrement Rank   est Material 01 10 each 1 10.00 1.00 1   est Material 02 12 each 1 9.50 1.00 3   est Material 03 15 each 1 6.00 1.00 2	Start Date: Start Date:   ofile: Reverse auction with broken lot, full quantity, anonymous bidding tion: End Date:   Description Quantity Unit Price Unit Start Price Decrement Rank My Bid   est Material 01 10 each 1 10.00 1.00 1 1.00   est Material 02 12 each 1 9.50 1.00 3 9.00   est Material 03 15 each 1 6.00 1.00 2 5.50	:: 330000099 Currency: USD Start Date: 10/04/2017 10   ofile: Reverse auction with broken lot, full quantity, anonymous bidding tion: End Date: 10/04/2017 11   Description Quantity Unit Price Unit Start Price Decrement Rank My Bid My Bid Value   est Material 01 10 each 1 10.00 1.00 1 1.00 10.00   est Material 02 12 each 1 9.50 1.00 3 9.00 108.00   est Material 03 15 each 1 6.00 1.00 2 5.50 82.50	:: 330000099 Currency: USD Start Date: 10/04/2017 10:20:00 AM (   ofile: Reverse auction with broken lot, full quantity, anonymous bidding tion: End Date: 10/04/2017 11:25:00 AM (   Description Quantity Unit Price Unit Start Price Decrement Rank My Bid My Bid Value Best Bid   est Material 01 10/each 1 10.00 1.00 1 1.00 1.00   est Material 02 12 each 1 9.50 1.00 3 9.00 108.00 1.50   est Material 03 15 each 1 6.00 1.00 2 5.50 82.50 1.00	:: 330000099 Currency: USD Start Date: 10/04/2017 10:20:00 AM CDT   ofile: Reverse auction with broken lot, full quantity, anonymous bidding tion: End Date: 10/04/2017 11:25:00 AM CDT   Description Quantity Unit Price Unit Start Price Decrement Rank My Bid My Bid Value Best Bid Next Valid Bid   est Material 01 10 each 1 10.00 1.00 1 1.00 1.00 0.00   est Material 02 12 each 1 9.50 1.00 3 9.00 108.00 1.50 0.50   est Material 03 15 each 1 6.00 1.00 2 5.50 82.50 1.00 0.00

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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