



**STATE OF MISSISSIPPI**  
GOVERNOR TATE REEVES

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

LIZ WELCH  
EXECUTIVE DIRECTOR

**NOTICE OF INTENT TO AWARD**

Procurement Number	31600005850
Procurement Name	Invitation for Bids for Printing and Mailing of Tax Form Services
Procurement Release Date	June 15, 2023
Response Due Date and Time	July 24, 2023 by 2:00 PM CST
Contract Effective Date	October 16, 2023
Intent to Award Posted	August 11, 2023

The Mississippi Department of Finance and Administration's (DFA) Office of Procurement and Contracts (OPC) issued an Invitation for Bids (IFB) to secure a vendor to provide Printing and Mailing Services of Tax Form Services for the Tax Years of 2023, 2024, 2025, 2026 and 2027. These services are to be provided for the Office of Mississippi Management and Reporting System (MMRS) within DFA. The awarded contract term will be four (4) years with one (1) optional renewal year. The work shall include, but is not limited to, printing, sealing, and mailing as appropriate tax forms. The IFB required the participating vendors have a minimum of five (5) years of experience printing tax forms of a minimum of 20,000 forms of similar types as requested in the IFB. Additionally, each responding vendor was required to submit samples of tax forms printed using test files distributed by DFA. In order to receive the test files, interested vendors were required to submit a mandatory letter of intent by 2:00 PM on June 29, 2023. Letters of intent were received from five (5) vendors. The data test files were distributed on July 10, 2023.

In response to the IFB, DFA received one (1) sealed bid by the submission deadline of July 24, 2023 from the following vendor:

1. TEC Services of LA Inc d/b/a MRS Mail Express

The DFA OPC reviewed the required printing samples to verify the samples submitted by the responding vendor met the requirements of DFA/MMRS. After review, it was determined that submitted samples did meet the required format and quality standards.

Based on having submitted the lowest, responsive and responsible bid, the DFA Office of Procurement and Contracts recommends the contract for Printing and Mailing of Tax Form Services to TEC Services of LA Inc d/b/a MRS Mail Express.