State Contract Search

Website: https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/competitive-contracts/

- Here you will see the different type of contracts and how they are used. Please note that items (Ex. Office Supplies, Toner, paper) found “Competitive Contracts” must be purchased from the state contact unless the items you are purchasing is not found on the state contract or found for less than the state contract.

- Select the type of Contract (Ex. Competitive, Negotiated) and then the commodity you wish to purchase (Ex. Office Supplies, Toner, paper). This will list the State Contract holders for said commodity.

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Supplier Number</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield Workplace Solutions, Inc</td>
<td>3000006009</td>
<td>820007771</td>
</tr>
<tr>
<td>Mississippi Industries for the Blind</td>
<td>300005788</td>
<td>820002226</td>
</tr>
</tbody>
</table>

- From here click the blue **Contract Bid Search** hyperlink.

- In the brown search box type the commodity you are looking for. (Ex. Office Supplies) and click search. This brings up all contract for office supplies. **REMEMBER:** While the listing provides four contracts, you must use one of the two listed under the competitive state contract unless it is not found on the state contract or you find it for less elsewhere.
• Note that each listing has attachments.
  o All will have an attachment for the actually contract, which you may read to familiarize yourself with purchase requirements. Towards the end of each contract you will find information on who to contact to set up any required online access and purchasing.
  NOTE: Our office does not set this up for you, you would need to contact the pertinent contract administrator listed on the contract for online setup information and instructions.
  o A second attachment with contracted items and prices may also be listed. NOTE: Only items shown on this list are covered under the competitive contract and must be purchased from the contract. Any others items, not listed and of the same commodity category, may be purchased from the other contracts listed (Ex. Office Depot, Staples) or lowest cost provider of your choice (Ex. Amazon).

• If a separate supply price list is not provided as an attachment, you may click on the smart number for the contract in question to review this information.

• Searching tips for searching under Smart Number
  o Click Ctrl-F to bring up a find search box. Depending on what browser you are using it may pop up at the top or bottom of your screen.
When searching in this box try to be as generic as possible, it is set to search specifically on what you type exactly as it is entered and it may not be listed that way below. (Ex. If you are looking for toner and the model number is “HP 3600N”, start by only typing in “3600” and it will let you know if it find that model number anywhere on the screen. Being to specific will cause the search not to process correctly.)

If you type in HP 3600 or HP3600, there are no results:

But if you only type in “3600” you will see there are actually 8 results: