



MS Wireless Communication Commission

412 E Woodrow Wilson Avenue Mail Stop 66-01
Jackson, MS 39216

Procurement Checklist

Requests must be submitted **30 days prior** to the Procurement Committee meeting. The Committee normally meets on the first Thursday of each month before the Commission meeting. Click [here](#) to confirm meeting dates.

All requests must include:

- Procurement Request Form
 - Project Title
 - Contact Information
 - Project Summary
 - Acquisition Details
 - Name, Signature & Date
- Analysis Questions
- Official Certified Minutes
 - If the official certified minutes are not available when the package is submitted, you may include the unofficial minutes to start the process.
 - No request can be fully approved until the official certified minutes are received in the WCC office.
- Acquisition Quote(s)
 - All quotes are to be submitted.
 - Quotes are verified by WCC staff. Please ensure that your vendor has complied with the EPL or Motorola RFP 3429 prices. Any discrepancies could delay the procurement approval.

Approval Thresholds:

- Procurement Committee (\$100,001 - \$250,000)
- Wireless Communication Committee (over \$250,000)

WCC Action: _____ Date: _____

Wireless Communications Request
 % Karana Carroll
 412 East Woodrow Wilson Ave, Mail Stop 6601
 Jackson, Mississippi 39216
 Phone: 601-359-5333; Fax: 601-359-5362
kcarroll@wcc.ms.gov



MS Wireless Communication Commission

Procurement Request

Project Title:				
Contact Information				
Governing Authority: _____		Contact Person: _____		
Address: _____		Phone: _____		
_____		Fax: _____		
Department: _____		Email Address: _____		
Project Summary				
Project Type:	<input type="checkbox"/> New System	<input type="checkbox"/> Upgrade/Enhancement to Existing System	<input type="checkbox"/> System Expansion	<input type="checkbox"/> Maintenance
Narrative Description of Current System and Proposed Project including a time line for implementation (Attach additional sheets if needed.)				
Discuss Funding (Total project budget; source of funds, i.e., Homeland Security, local revenue, grants, other state or federal funding)				
Acquisition Details (Attach additional sheets as needed)				
Items Requested:				
Item	Quantity	Description	Manufacturer	Purchase Cost
				\$
				\$
				\$
				\$
				\$
TOTAL				\$
Acquisition Method: Competitive bid by requesting entity: _____ 2-Way Radio EPL: _____ Quotes: _____				
Existing Contract by requesting entity: MSWIN Motorola 3429: _____ Other: _____				
If "other," specify method:				
Critical Factor(s): What is driving this acquisition at this time?				

 Name (Presiding Officer) / Title

 Signature

 Date

Please Attach:

- Official Board Order or Certified Copy of Minutes authorizing this project
- For radio acquisitions, answers to *General Analysis Questions: Government Radio Acquisitions*
- All Vendor price quotes

