**Quote Process for Federally Funded Grant Procurement**

New federal grant administration requirements, known as the ***OMB Uniform Guidance*,** are effective 7/1/2018. These requirements establish NEW procurement requirements for purchases funded by Federal grant dollars (direct and pass-through awards). Below is a summary of these new requirements and procedures.

**FEDERAL INFORMAL QUOTE PROCESS for PURCHASES above $10,000 and NOT TO EXCEED the Simplified Acquisition Threshold of $150,000**

1. **Obtain & Document Quotes**

The responsible department must obtain quotes from two or more vendors for goods or services. Each vendor must be provided the same information and desired specifications.

Quotes can be written, verbal, catalog pricing or screen prints from the internet.

Each quote should include the following information:

* Vendor name and contact information
* Price & Sales Terms (must include any associated agreement)
* Quote Period (Time period for how long the quote is valid).
* Quotation Date
* A description of goods and/or services supplied.
  + Goods: Including quantity, unit of measure, price per unit, model or unit number.
  + Services: Include complete details of the scope of work to be provided.

Each department must ensure this process is undertaken in a timely manner so that goods/services are received in sufficient time to allow compliance with program requirements and contractual benchmarks.  Quotes must be obtained and approved before any commodities are ordered or any services are provided. **If an adequate number of quotes are not available, department must follow the Federal Sole Source process outlined in section 5 below.**

1. **Conflict of Interest**
   1. **All PURCHASES regardless of $ level** must follow the IL Procurement requirements.
   2. **Purchasing processes all requests for University and State conflict waivers**
      1. Is any University employee or agent, or member of a University employee’s immediate family employed by the proposed vendor?
      2. Does any ISU employee or agent, or member of an ISU employee’s immediate family have any other type financial interest in the proposed vendor or the contract?
      3. Waivers must be granted before any goods/services are received.
2. **Brand Only**

Any identified brand only requirements must be pre-approved utilizing the Transaction Summary Sheet before designated as desired specifications in quote process.

1. **Quote Requests**

* Each vendor must be provided the same information and desired specifications.
* Include small, minority, and women owned businesses in contact list. (University needs to provide link to these resources)
* To the extent practicable, attempt to request quotes from a wide selection of qualified suppliers.

1. **Responsible department to complete Cost Quotation Form**

* The responsible department must collect the quotes and complete the Cost Quotation Form.
* The responsible department must identify a recommended vendor.
* If lowest quote is not awarded, the department must provide a brief justification as to why lowest cost should not be the determining factor for the purchase.
* Acceptable reasons to deviate from lowest cost may include: product/services do not provide the minimum essential characteristics to meet the intended use; record of past performance; nonprofit: quality and other factors considered, etc.

1. **Submit Cost Quotation Form & Quotes**

The Cost Quotation Form and all vendor quotes must be completed and submitted to Purchasing along with the purchase requisition. The Purchase Order process must be completed before any commodities are ordered or any services are provided.

All requisitions and with Cost Quotation Form and supporting quotes must be submitted at least 14 calendar days before quote expires.

RSP/Purchasing will review and approve the Cost Quotation Form and will issue purchase order and sign agreements.

Any contractual terms or agreements regardless of dollar amount, must be presented to Purchasing for review and signature. Neither Principal Investigator nor Budget Officer are authorized to sign an agreement.

Normal processing timeline is 7-14 calendar days after all required documentation is received. However, delays can occur during high volume periods such as fiscal yearend (May –July). Delays can also occur during vendor’s review of University and state required contract edits.

1. **Federal Sole (Single) Source Process –** 
   1. Purchases above $10,000 and not to exceed the Simplified Acquisition Threshold of $150,000:

If a department cannot obtain two or more quotes, the department may complete the process when one or more of the following circumstances apply:

* + 1. Purchase of item is authorized in budget and approved by Federal grant agency.
    2. Item is available only from a single source.
    3. Public exigency or emergency for the requirement will not permit a delay resulting from competitive process.
    4. After soliciting from a number of sources, there are insufficient numbers of competitive products/services.
  1. **SOLE SOURCE ABOVE Simplified Acquisition Threshold of $150,000:** 
     1. Purchasing Department must follow the IL Procurement requirements for sole source purchases.
     2. Normal processing time is 6-8 weeks, expedited processes are at least 4 weeks
     3. Contact Purchasing for additional guidance on process requirements

**Cost Quotation Summary Form**

**(University identifier/naming convention)**

|  |
| --- |
| **Brief describe Goods / Services Being Purchased (attach specification document provided to vendors)** |
|  |

|  |  |
| --- | --- |
| **Quote 1** | |
| **Date / Time** |  |
| **Vendor Name** |  |
| **Vendor Contact** |  |
| **Quote Amount** |  |
| **Quotation Period** |  |
| **Description/Goods Services** |  |
| **Quote media** | |
| **Comments** | |
|  | |
| **Quote 2** | |
| **Date / Time** |  |
| **Vendor Name** |  |
| **Vendor Contact** |  |
| **Quote Amount** |  |
| **Quotation Period** |  |
| **Description/Goods Services** |  |
| **Quote media** | |
| **Comments** | |
|  | |
| **Quote 3** | |
| **Date / Time** |  |
| **Vendor Name** |  |
| **Vendor Contact** |  |
| **Quote Amount** |  |
| **Quotation Period** |  |
| **Description/Goods Services** |  |
| **Quote media** |  |
| **Comments** |  |

**Accepted Quote:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Selected Vendor:**  **Justification if not Lowest: (provide details)** | | | |
| **Single Source Reason:**  \_\_\_\_\_\_ **Purchase of item is authorized in budget and approved by Federal grant agency.**  **MUST be approved by RSP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_ Item is available only from a single source.**  **\_\_\_\_\_\_ Public exigency or emergency for the requirement will not permit a delay resulting from competitive process.**  **\_\_\_\_\_\_ After soliciting from a number of sources, there are insufficient numbers of competitive products/services.** | | | |
|  | **Approved By** | **Name/Signature** | **Date** |
| **Principal Investigator or Budget Officer** |  |  |  |

If transaction is less than University requisition level, this form and all vendor quotes must be completed, submitted and filed in Cayuse.

Any contractual terms or agreements regardless of dollar amount, must be presented to Purchasing for review and signature. Neither Principal Investigator nor Budget Officer are authorized to sign an agreement.

If transaction level meets University requisition requirements, this form and all vendor quotes must be completed and submitted to Purchasing along with the requisition.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Approved By** | **Name/Signature** | **Date** |
| **Purchasing**  (not required for below requisition level transactions) |  |  |  |