**Quote/Single Source Process**

**INFORMAL QUOTE PROCESS for PURCHASES**

1. **Obtain & Document Quotes**

* **(Above $20,000 and less than $100,000)**

The responsible department must obtain quotes from three or more vendors for goods or services (requires a minimum of one quote from a certified BEP diverse vendor <https://purchasing.illinoisstate.edu/supplier-diversity/> ) or for additional assistance contact Brienne Reid [bdreid@ilstu.edu](mailto:bdreid@ilstu.edu). Each vendor must be provided the same information and desired specifications.

Additional information regarding small purchase requirements and processes is available here: <https://purchasing.illinoisstate.edu/requisitions/small-purchases/>

To determine cost, the **FULL LENGTH** of the project must be considered (initial period plus any renewals).

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 Single Source process outlined in section 7 below.**

1. **Procurements $100,000 and Above (this step applies only to Grants)\***

The Illinois Procurement Code requires public and competitive solicitations at this level unless it can be shown that the process is not practical and can then be posted as an exemption for grants. The responsible department must provide a justification to the RSP Office if standard procurement processes are not practical (such as the length public solicitation timelines). If determination is that an exemption is appropriate, the process outlined in Section 1 above applies. Please remember that at $500,000 and above, Board of Trustees approval must be obtained before any contracts can be signed or a purchase order issued.

\*For procurements over $100,000 that do not involve a grant, please contact the Purchasing Office for required processes.

1. **Conflict of Interest**
   1. **All PURCHASES regardless of $ level** must follow the IL Procurement requirements.
   2. If the contracting entity meets any of the following criteria a conflict of interest may be required (contact purchasing at [ISUPurchasing@ilstu.edu](mailto:ISUPurchasing@ilstu.edu) with questions).
   3. Have held employment with the State of Illinois, including contractual employment in the last 3 years;
   4. Have held or are related to any individual that has held i) elective office with the State of Illinois or any Illinois local government or ii) appointed office with the federal government, the State of Illinois, or Illinois local government in the last 3 years;
   5. Is employed as or has been employed in the last 3 years as a registered lobbyist in the State of Illinois;
   6. Is or has held compensated employment in the last 3 years, or is related to anyone in their immediate family that has held compensated employment in the last 3 years, for any campaign or election committee required to be registered with the State or federal Board of Elections
2. **Brand Only**

Provide a justification summary to purchasing for any identified brand only quote requirements.

1. **Quote Requests**

* Each vendor must be provided the same information and desired specifications.
* Include small, minority, and women owned businesses in contact list. <https://purchasing.illinoisstate.edu/supplier-diversity/>
* 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.

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. Purchasing must sign all vendor agreements.

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 or data security requirements.

1. **Single Source Process –** 
   1. Purchases above $20,000 and not to exceed the Bid Level Threshold of $100,000:

If a department cannot obtain the proper number of quotes (see section 1), the department may complete the process when one or more of the following circumstances apply:

* + 1. RSP approval required for purchases from a 115XX fund.
    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.

These requirements apply to both purchases and NAMING contractors in Grant related proposals.

The Single Source Justification Form can be accessed online here: <https://purchasing.illinoisstate.edu/downloads/Single%20Source%20Justification%20Form%204.1.20.docx>

**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:**  **\_\_\_\_\_\_ Item is available only from a single source.**  **\_\_\_\_\_\_ Public exigency or emergency for the requirement will not permit a delay resulting from competitive process.** | | | |
| **Grant Funded Single Source Approval** | | | |
| \_\_\_\_\_**Purchase of item is authorized in budget and approved by Director of RSP.**  **Director of RSP signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | **Approved By** | **Name/Signature** | **Date** |
| **Principal Investigator or Budget Officer** |  |  |  |

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 $20K or below requisition level transactions) |  |  |  |