



## Vendor Selection Form

**Requisitions of \$10,000-\$249,999 must be supported by documentation of 3 quotes and the completion of this form. Requisitions totaling \$250,000 or more require a formal solicitation effort.**

### 1. General Information

Date: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Title and Department: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. Purpose (Check One)

\_\_\_ A: Establish a New Purchase Order and a legal contract for the purpose of purchasing goods or services, and to encumber funds to facilitate payment of vendor invoices; **OR**

\_\_\_ B: ONLY to encumber funds to facilitate payment of vendor invoices in support of an underlying and active contract initiated in a prior fiscal year. **The underlying contract is:**

Illinois Tech Contract #	Vendor Name	Date Signed	Expiration Date	Dept. Holding the Contract

### 3. Bidding/Quoting Methods

Please indicate below what method was used to gather the quotes/bids:

\_\_\_ A: Informal quoting via email, internet, in-person/phone verbal quote (**only for spend <\$250,000**)

\_\_\_ B: Formal bidding process where vendor with the lowest price bid is the successful bidder\*

\_\_\_ C: Formal RFP/RFQ process where most advantageous bid is the winner, pricing being one factor\*

\_\_\_ D: Sole source purchasing - the *Sole Source Justification Form* **MUST** be completed and approved

**\*Vendor choice must be supported by documentation of solicitation effort and evaluation of written proposals.**

### 4. Documented Quotes/Bids:

Description of Product/Service Required:

Summary of documented quotes/bids/proposals information (List the 3 **MOST competitive** quotes received):

**\*Quotes must be valid at the time of requisition, quotes are usually valid within a 30-60 day period.**

Vendor Name	Quote #	Quote Date	Total Delivered Price Quote
			\$
			\$
			\$

Name of individual at Illinois Tech Who Obtained the Quotes: \_\_\_\_\_

## 5. Vendor Selection

Name of the Vendor Selected: \_\_\_\_\_

Basis for Vendor Selection (Lowest bid, most advantageous bid, sole source, etc.): \_\_\_\_\_

## 6. If the order is >\$100,000, please check one of the contracting methods:

- \_\_\_\_ A: Purchase (of goods/products) is of a standard nature and should be made using Illinois Tech purchase order terms and conditions.
- \_\_\_\_ B: Purchase (of services) will be made using an approved Illinois Tech standard construction, research, or consulting contract agreement.
- \_\_\_\_ C: Purchase (goods/products or services) will be made with a non-standard or vendor contract terms and conditions which has been reviewed by Illinois Tech General Counsel.
- Indicate Date of Review: \_\_\_\_\_

## 7. Diverse/Disadvantaged Supplier Engagement and Participation

Were small, local, minority, women, veteran owned business enterprises contacted to provide quotes related to this order? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please provide the following information:

Vendor Name	Certified Status*	Contact Name	Contact Phone #

\* For more information on certification status, please visit Illinois Tech's [WMBE website](#).

If No, please provide an explanation:

## 8. Signature and Date

Print Your Name	Sign Your Name	Date

***By signing this form you are affirming that Illinois Tech Procurement Policy has been followed.***