NOTE: See "Rules” and “Procedure” sections for pertinent information and instructions in obtaining quotes.

When the highest priced individual procurement item costs more than $5,000 and the single procurement aggregate of the purchase (shopping cart total) is $10,000 or less, an executive branch agency (a) shall determine the minimum specifications for award including a vendor response due date and time; (b) shall provide the minimum specifications to multiple vendors; (c) shall obtain a minimum of two competitive quotes which include minimum specifications; and (d) shall purchase from the responsible vendor offering the lowest quote that meets the specifications. [*Administrative Rule R33-105-103(2)*](https://adminrules.utah.gov/public/rule/R33-105/Current%20Rules?searchText=R33)

|  |  |
| --- | --- |
| **BUYER’S NAME:**       | **AGENCY:**       |
| **REQUISITION #:**       | **REQUIRED DELIVERY DATE:**       |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Vendor #1 | Vendor #2 | Vendor #3 |
| Vendor Name: |       |       |       |
| Sales Person: |       |       |       |
| E-mail Address: |       |       |       |
| Telephone: |       |       |       |
| Physical Address: |       |       |       |
| Date/Time of Quote: |       |       |       |
| Vendor Quote Number: |       |       |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quantity Needed | Quantity/ Unit | Description of Product(s) / Service(s) to be Purchased | Vendor 1\* Quote | Vendor 2\* Quote | Vendor 3\* Quote |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| ***TOTAL: To UPDATE total RIGHT click in the column and choose “Update Field****”*  | *$ 0.00* | *$ 0.00* | *$ 0.00* |
| *\*Ask the vendor if the delivery cost is included in the quote provided. If it is not, add delivery cost as another procurement item.* |

|  |  |  |  |
| --- | --- | --- | --- |
| COMMENTS:  |       | AWARDED TO: |       |
| SIGNATURE: |  | DATE:  |       |
| ELCID |       | DEPT |       | FUND |       |
| GROUP |       | OBJECT |       | UNIT |       | APP |       |

This request for quotation sheet must be attached to the payment for auditing and GRAMA purposes. The agency is encouraged to read Utah Procurement Code 63G-6a-506 Small Purchases, Administrative Rule R33-105-102 Small Purchases, and R33-105-103 Quotes for Small Purchases.

**RULES:**

Executive Branch Agencies are authorized to independently obtain quotes for small purchases provided the total cost of a single procurement (or shopping cart) is $10,000 or less and the following rules are followed.

1. **Mandatory Use**: A small purchase or quote process cannot be used if the procurement items are available from a mandatory use agency, an agency owned contract, or from a [State Cooperative Contract](https://statecontracts.utah.gov/).
2. **Competitive Quotes**:
	1. When the highest priced item being purchased is $5,000 or less, the agency may buy directly from the best source without a quote process.
	2. When the highest priced item being purchased exceeds $5,000, a quote process is required.
3. **Purchasing Limits**:
	1. The total of a single procurement (shopping cart) must be $10,000 or less.
	2. Purchases cannot be divided in order to stay below the $10,000 threshold.
4. **Documentation**:
	1. Use the *Quotes for Small Purchases Form (*attached*)*.
	2. Attach quotes and emails to the *Quotes for Small Purchases Form*.
5. **Fair Competition**:
	1. The due date for quote response must provide reasonable time for response.
	2. Specifications must not be overly restrictive.
	3. The delivery time must be reasonable.
6. **Award of Quote**: The procurement items shall be purchased “from the responsible vendor offering the lowest quote that meets the specifications” (*R33-105-103(2)).*
7. **Confidentiality**:
	1. Do not disclose the competing vendor, price, brand, or other information during the quoting process.
	2. Prices become public after award under the Government Records Access & Management Act (GRAMA).
8. **Agency Assistance:** Agencies may contact the [Utah Division of Purchasing](https://docs.google.com/spreadsheets/d/1kLibmTCMU-BQVYiKzjAQ6fNULjwilH3xkIb8lNi2ov0/edit?gid=927077835#gid=927077835) for assistance, including help in identifying potential vendors.

**QUOTES PROCEDURE:**

1. **Obtain Approval**: Secure internal approval from the agency before obtaining quotes.
2. **Define Requirements**
	1. Research procurement item(s) to determine what specifications you require.
	2. Document the procurement item description, quantity, and minimum specifications on the *Quotes for Small Purchase Form.* Avoid being overly restrictive in the specifications.
	3. A brand name or model may only be used as a reference and approved equivalents must be considered in making the award.
3. **Determine key dates**
	1. Request for quote must contain the date and time for the closing of the quotes. Any quote received after the due date and time cannot be considered for award.
	2. Set a reasonable delivery date.
4. **Requesting Quotes**

Quotes may be obtained by email, fax, letter, phone, or other digital means from established, viable vendors.

If phone quotes are used, the best practice is to ask vendors to confirm their quote by email.

Provide the following to all vendors:

1. Your agency’s name and the purpose of your request
2. Quote deadline
3. Specifications required for each procurement item: size, material composition, functionality, warranty, etc.
4. Quantity required
5. Delivery requirements (date, location, and FOB Destination)
6. State delivery cost must be included in the quote
7. The *Purchase Order Terms and Conditions for Goods and Services* (Location: [purchasing.utah.gov/purchasing/forms](https://purchasing.utah.gov/purchasing/forms/) see the “Terms and Conditions” tab).
8. **Review and Award**
	1. Quotes received after the deadline are rejected.
	2. Review the lowest quote and determine if it meets minimum specifications.
	3. Determine the vendor with the lowest quote which was received on time, meets your minimum specifications and the required delivery date. This vendor will be awarded.
	4. Obtain internal agency approvals prior to award.
	5. Award to the vendor determined in 5.c.
9. **Exceptions**
	1. If all quotes exceed $10,000, stop. Request the agency FINET team create an RQS or RQM in FINET. Email the quotes to purchasingsolicitations@utah.gov with the full RQS or RQM number as the subject of the email.
	2. If all known vendors were contacted and only one competitive quote was received, the agency must contact the Utah Division of Purchasing for authorization to proceed.
10. **Retention**
	1. A procurement file containing the Quotes for Small Purchases Form, correspondence, quotes, receipts, email, award decision, invoices, other paperwork, etc. must be maintained at least six years (*UCA 63G-6a-2002*).
	2. Internal retention schedules can be longer but may not shorter than six years.
	3. Best practice is to combine all documents into as a single PDF and upload into FINET with payment.