

Informal Quote Summary (IQS)

All purchases must comply with Texas State Law and the Procurement Policies and Procedures. UNTS operates a decentralized purchasing model, with most informal purchases managed by individual University departments within the component institutions. **An IQS must be attached to purchase orders of \$15,000.01 – \$50,000 (single year) or \$15,000.01 – \$100,000 (multi-year) if there is no RFP or other competitively bid contract.**

Contact Information (Person to contact if Procurement Services has questions)

Department Contact Name:

Department Name:

Phone:

Email:

Procurement Informal Bid Threshold Requirements

Department solicits at least 3 written informal bids/quotes, including at least 2 Historically Underutilized Business (HUB) vendors. All bids/quotes must be attached to the requisition in E-PRO. A Historically Underutilized Business (HUB) is a for-profit entity that is minority/woman/disable veteran owned. Allow 3 business days for Suppliers to respond. Additional information available here: <https://finance.untsystem.edu/vendor-resources/hub-program/index.php>.

Summary

Selected Supplier: _____

Requisition or Purchase Order # _____

Item Description: _____

	Solicited Supplier #1	Solicited Supplier #2	Solicited Supplier #3
Supplier Name			
Date requested			
Quote	\$	\$	\$
Is Supplier a HUB?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If applicable:	<input type="checkbox"/> Supplier did not respond	<input type="checkbox"/> Supplier did not respond	<input type="checkbox"/> Supplier did not respond

Provide additional information and justification for source selection below (mark all that apply):

Selected supplier does not offer the lowest price	Multiple quotes were not solicited	Multiple quotes were not received
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Justification: Provide a detailed explanation for why the Selected Supplier was chosen. If HUB Suppliers were NOT included in this request, explain why.

IQS form completed by: _____

Department Budget Approver: _____



Attach the quote(s) that were received, along with this completed form to the requisition in E-PRO: <https://finance.untsystem.edu/procurement/epro/index.php>.

Also please select the button to email the IQS to the HUB team:

UNTS PROCUREMENT SERVICES Use Only: Form received by: _____ Does this IQS need further review, approval or follow up ? ☐ Yes ☐ No

If applicable - Requisition # _____ PO # _____ Contract # _____