

Directions to department for completing the 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 Informal Quote Summary (IQS) compiles and summarizes price quotes from multiple vendors, providing a quick overview of pricing options to compare and select the best value based on delivery time, quality, and price. **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.**

Guide to completing the Informal Quote Summary (IQS)

Fields with the **red border** on the PDF form are required.



You will need the requisition or PO # related to the purchase to complete this form.

1. Follow the [Policy Requirements](#) for the Informal Bid Threshold for purchases between \$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.
2. Download the Informal Quote Summary (IQS) form from the [Procurement](#) or [HUB websites](#).
3. Fill in the requested information.
 - 3.1. Enter contact information of the person to contact if Procurement has questions.

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>.

- 3.2. Enter name of the Selected Supplier, a brief description of the item(s) purchased and the ePro requisition or Purchase Order number.

Summary

Selected Supplier:

Item Description:

Requisition or Purchase Order #:

- 3.3. Fill in the requested info about each Supplier/Quote.

	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

3.4. The Justification section captures the reason for the selection of the Supplier. Provide a detailed explanation for why the Selected Supplier was chosen. If HUB Suppliers were NOT included in this request, explain why. If applicable, check the boxes below that apply and fill in the Justification field.

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

If relevant, select all that apply as part of the Justification.

Justification: Provide a detailed explanation for why the Selected Supplier was chosen. If HUB Suppliers were NOT included in this request, explain why.

Provide a detailed explanation for why the Selected Supplier was chosen. If HUB Suppliers were NOT included in this request, explain why

3.5. Enter the contact information for the individual completing the IQS form and the Department Budget Approver.

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:

Submit IQS form to HUB team

4. Email the completed IQS form to the HUB team by selecting the Submit IQS to HUB team button on the PDF version of the form.

5. **Attach the completed IQS to your E-PRO requisition.**

Thank you.

For questions contact: Buyers@untsystem.edu