

INFORMAL COMPETITION FORM

This form is intended to help departments document informal competition for purchases ranging from \$10,001 to \$150,000. Departments should provide a detailed explanation of the goods/services being requested, including key specifications or requirements that must be met. Quotes should be current and details should be comparable across all suppliers including any fees, shipping charges, or warranty terms. If any of these key details influence the supplier selection, those details should be included in the Justification section. Please ensure that the selected supplier's quote remains valid for at least two (2) weeks beyond the date the requisition is entered. This completed form and the relevant quotes should be added as an attachment on the requisition in PeopleSoft. For more information on competition requirements or exemptions, refer to the university's procurement policies at:

<https://www.ou.edu/procurement/policies-and-procedures>.

COMPETITION REQUIREMENTS

Federal Designations	Amount	Solicitation Method	Documentation Requirements
Micro-Purchase	\$0 - \$5,000	N/A	One quote (1): preferred supplier, reasonable cost as determined by the department
Small Purchase	\$5,001 - \$10,000	Informal	One quote (1): preferred supplier, no competition form required
Small Purchase	\$10,001 - \$25,000	Informal	Two quotes (2) : preferred supplier + one (1) other quote
Small Purchase	\$25,001 - \$50,000	Informal	Three quotes (3): preferred supplier + two (2) other quotes
Small Purchase	\$50,001 - \$150,000	Informal	Four quotes (4): preferred supplier + three (3) other quotes
Formal Procurement	\$150,001+	Formal	Formal solicitation required

EXPLANATION OF GOODS/SERVICES

QUOTE SUMMARY

Quote #1	
Supplier Name:	Total Price:
Quote #2	
Supplier Name:	Total Price:
Quote #3, if needed	
Supplier Name:	Total Price:
Quote #4, if needed	
Supplier Name:	Total Price:

SELECTED SUPPLIER

Selected supplier name:

Justification for selection:

DEPARTMENT INFORMATION

Name:	Title:
Date:	Signature: