



Step	Action
1	The <b>Informal Competition Form</b> is utilized when departments have purchases between \$10,001 - \$150,000 and need to document that competition was used to determine the best value.
2	Begin the evaluation process by identifying your needs, then contact suppliers for quotes. When requesting quotes, clearly state your requirements and ask for pricing on any additional costs such as shipping, warranties, or delivery terms, if applicable.
3	<p>The dollar value of the selected supplier's quote will determine how many other quotes are required to document competitive bidding.</p> <ul style="list-style-type: none"> <li>• \$10,001 – \$25,000 = 2 quotes (preferred supplier + 1 other quote)</li> <li>• \$25,001 – \$50,000 = 3 quotes (preferred supplier + 2 other quotes)</li> <li>• \$50,001 – \$150,000 = 4 quotes (preferred supplier + 3 other quotes)</li> </ul>
4	Purchases over \$150,000 do not qualify for informal competition. Formal competition or a waiver of competition is required.
5	After obtaining the required number of quotes, evaluate them fairly to determine the best value, which is not always the lowest price. Ensure an apples-to-apples comparison by evaluating similar goods or services against each other.
6	The selected quote must remain valid for at least two weeks after the requisition is submitted to ensure accuracy. Other quotes should be obtained within a similar timeframe. For example, you cannot use a quote from a prior year as a comparable quote in the current year.
7	Once the preferred quote is selected, complete the <b>Informal Competition Form</b> . In the <b>Explanation of Goods/Services</b> section, describe what is being purchased and note any critical factors, such as items that cannot be substituted or the need for the fastest delivery method
8	In the <b>Quote Summary</b> section, list the selected supplier's quote first, noting the supplier's name and total quote price.
9	List the other quotes on <b>Quote 2</b> and <b>Quote</b> sections <b>3</b> and/or <b>4</b> , if necessary. Remember that the selected supplier's quote price is the determining factor in the number of quotes required.
10	In the <b>Selected Supplier</b> section, note the selected supplier's name and provide an explanation in the <b>Justification</b> section for choosing that supplier over others. If factors mentioned in the <b>Explanation of Goods/Services</b> influenced the decision, include them here. This section is especially important if the selected supplier does not have the lowest price but offers the best value.
11	The individual completing the form should fill out the <b>Department Information</b> section including their <b>Name, Title, Date</b> they signed the form, and an official <b>Signature</b> .
12	<p>As a best practice, save the completed <b>Informal Competition Form</b> as the first page of the overall informal competition document. The document should be organized in this order:</p> <ul style="list-style-type: none"> <li>• Completed Informal Competition Form</li> <li>• Selected supplier's quote</li> <li>• Additional quote, as detailed in Quote #2 on the Informal Competition Form</li> <li>• Additional quotes, as detailed in Quote #3 and/or #4 on the Informal Competition Form</li> </ul>
13	For more information on Informal Competition, please refer to the Procurement <a href="#">website</a> . For more information on requisition entry, please see the job aid on <a href="#">Requisition Entry</a> .