

Federal Purchasing Procedures

Small Purchases (\$15,000 to \$350,000) Rubric for Quotes



Must have at least 2 quotes

Service:

Structure (per hour, per student,
per unit, monthly cost, flat fee,
etc.):

Compile the following information for each vendor that provided a quote and **attach** supporting documentation with the Rubric:

				Please insert comments below each objective criterion below. (Note – if electronic version of form is used the cells expand to accommodate comments entered.)			
Vendor Name/Vendor Contact	Date Quote was Obtained	Method Quote was Obtained (Verbal, Website, or Email)	Total Estimated Price (using pricing structure noted above)	Overall Experience in Service Area Including Knowledge and Expertise in Related Field	Continuity of Services & Past Experience with ESCCO/Students	Availability and Proximity to ESCCO an Quality of Product	Alignment with ESCCO Goals/Initiatives/Curriculum/Needs

Recommended vendor:

Rational for recommending
vendor: see comments above