

**Informal Quote Summary (IQS)**

An IQS must be attached to purchase orders of $25,000-100,000 if there is no RFP or other competitively bid contract, and the

* department or Procurement was not able to obtain multiple quotes; **or**
* selected supplier is not the lowest bidder

Selected Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify the suppliers solicited below. Attach the quote(s) that were received, along with this completed form to the requisition.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Solicited Supplier #1 | Solicited Supplier #2 | Solicited Supplier #3 |
| Supplier Name |  |  |  |
| Date |  |  |  |
| Quote | $ | $ | $ |
| Response | Yes  No | Yes  No | Yes  No |

**Provide justification for source selection below if:**

* Selected supplier does not offer the lowest price
* Multiple quotes were not solicited
* Multiple quotes were not received

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(Optional) Completed By: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_