



Administrative Procedure 3341 (Formerly PUR-P214)
REQUEST FOR QUOTATION (“RFQ”) PROCEDURE

Responsible: Office of Business & Financial Services’ Purchasing Department

PURPOSE

This administrative procedure describes how a request for quotation is purchased in the Purchasing Department of the Washoe County School District (“District”).

PROCEDURE

1. On contracts estimated to be greater than \$25,000 but not greater than \$50,000, a formal Request for Quotation must be solicited from two or more suppliers capable of performing the service or providing the product, unless the commodity is exempt per NRS 332.
 - a. Use Request for Quotation Form for Products (PUR-F236) or Services (PUR-F235).
 - i. Assign Request for Quotation number from purchasing bid/quote/proposal number book.
 1. Quote numbers are determined in the following manner:
Buyer’s initials–4 digit numbered sequence–Fiscal Year
 - ii. Once awarded, reference quote number in “Bid Number” field and enter contract price in requisition code field.
2. Informal quotations may be done on items below \$25,000 without obtaining a quote number, either by form or phone with supplier’s hard copy to be placed in Buyer’s file.
3. Buyer shall give secretary the following to create quote file:
 - a. Request for Quotation faxed to each supplier with faxed confirmation to verify receipt.
 - b. Supplier’s signed pricing quotation.
 - c. Bid-Quote Tabulation (PUR-F249) with an asterisk beside awarded supplier.
4. Buyer will get Supervisor’s approval when extending a contract beyond three (3) years.
5. Supervisor’s approval is always requested prior to disposition of any documentation.

DEFINITIONS

1. Request for Quotation (FRQ)

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns and complies with the governing documents of the District, to include:
 - a. Board Policy 3321, Bids/Quotations and Contracts
 - b. Request for Quotation for Products (PUR-F236)
 - c. Request for Quotation for Services (PUR-F235)
 - d. Bid-Quote Tabulation Form (PUR-F249)
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 332, Purchasing: Local Governments, and specifically:
 - i. NRS 332.039, Advertisements or requests for bid on contract.
 - ii. NRS 332.115, Contracts not adapted to award by competitive bidding; purchase of equipment by local law enforcement agency, response agency or other local governmental agency;

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

Date	Revision	Modification
9/29/2006	A	Adopted as CSI Procedure PUR-P214
9/10/2008	C	Revised to change dollar amounts
5/02/2016	1.0	Revised: converted to Administrative Procedure 3341