



Administrative Procedure PUR-340
**INFORMAL QUOTE REQUESTS FOR
NON-CONSTRUCTION PURCHASES**

Responsible: Purchasing Department

PURPOSE

This Administrative Procedure describes the process for soliciting an Informal Request for Quote (IFQ) for non-construction purchases as managed by the Purchasing Department of the Washoe County School District (District).

PROCEDURE

1. The Purchasing Department processes IFQs for any one-time, single, and/or yearly aggregated purchases of products and/or services that are greater than \$10,000 but not greater than \$50,000.
2. The Purchasing Department reserves the right to use the IFQ process for any request if it serves the District's best interest. This applies even to products and/or services otherwise exempt from competitive solicitation under Nevada Revised Statutes (NRS) Chapter 332 or available through national cooperative awarded contracts (i.e., joinders).
3. The IFQ process may not apply if the purchase request meets any of the following criteria:
 - a. The products and/or services to be purchased are available on a current, valid, and existing District-awarded competitive solicitation.
 - b. The products and/or services to be purchased have been approved by the Purchasing Department as a single/sole source.
 - i. All Single/Sole Source Request forms (Administrative Form 3340) are reviewed and approved through the Purchasing Department and will remain valid for twelve (12) months from the signature date of the Senior Director of Supply Chain Management.
4. If the purchase is utilizing funds through a federal grant, an IFQ is required to be processed and other restrictions and exemptions apply.
 - a. Refer to the District's [Administrative Procedure PUR-351 Competitive Solicitation Requirements for Purchases Using Federal Funds Subject to 2 CFR 200.030 and 2 CFR Appendix II](#) for additional information and instructions.
5. When a Procurement Professional receives the purchase request (e.g., email inquiry, Purchase Requisition (PR), etc.) and identifies the purchase would require an IFQ, they initiate the IFQ process prior to approving the purchase.

- a. Requestors may obtain the quotes themselves and provide them to the Procurement Professional and/or Purchasing Department, or the Procurement Professional may request quotes on the Requestor's behalf.
- b. At least three (3) vendors who can provide the service/product are to be solicited and must receive no less than two (2) valid quotes.
- c. If a requestor has obtained quotes themselves, the quotes should be uploaded and attached electronically when entering the PR. The PR then moves through the approval process and the Procurement Professional receives the PR in their workflow queue for review/approval.
 - i. The Procurement Professional has the option to leave the PR in an 'active' approval status or put the PR on hold until the IFQ process is completed, and the awarded vendor has been selected.
 - ii. A competitive quote can also be requested by the Procurement Professional of the vendor who is identified on the PR.
 - iii. Procurement Professionals are required NOT to disclose any quote pricing obtained from one vendor to any other vendor who has been solicited, including the vendor who is identified on the PR.
6. Once valid quotes are obtained and specifications either match the products and/or services to be purchased or can achieve the same end-result of the requested products and/or services, the Procurement Professional assigns a unique solicitation number using the Purchasing Department's 332 Master Solicitation Log.
7. All solicitations issued via the Purchasing Department have a unique identifier for tracking and identification purposes. All non-construction solicitation numbers, regardless of solicitation type, have five (5) unique identifying components that make up the solicitation number.
 - Informal Quote number example: 32-QI-08-22-XX

32 = next sequential number in 332 Master Solicitation Log

QI = type of solicitation (refer to chart below)

08 = 2-digit month solicitation is issued

22 = 2-digit fiscal year solicitation was issued

XX = initials of facilitating Procurement Professional

- Solicitation types include:

QI	Informal Quote
QF	Formal Quote
B	Bid
QS	Qualifications
IP	Informal Proposal / Letter Proposal
P	Proposal
I	Information
D	Demonstration

8. All quotes obtained are reviewed by the Procurement Professional who will accept and award to the lowest, responsive, and responsible vendor.
 - a. Any additional contract/agreement or other related documentation that is presented to the District by the vendor who has been recommended for award must be formally reviewed and approved prior to awarding the quote and releasing a Purchase Order (PO).
9. The awarded quote is used by either the PR Requestor or the Procurement Professional to revise or edit any information originally entered on the PR and is electronically uploaded/attached to the PR.
10. Once the PR is corrected (if applicable) and the awarded quote and all other quotes received are electronically uploaded/attached to the PR, the PR can be approved from the workflow queue and continue to move through the approval workflow for processing/completion and to print as a PO.
11. When the PO has printed, signed accordingly, and is ready to be sent to the awarded vendor, the correlating awarded quote is attached to the PO and if applicable any additional contract/agreement.
12. When the PO process has been completed, the Procurement Professional is to electronically file all quotes obtained and any related documentation (e.g., emails, PO copy, etc.) of the IFQ in the Purchasing Department's solicitations e-file.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. [Board Policy 3320 – Procurement](#);
 - b. [Board Policy 3321 – Contract Review and Approval](#);

- c. [Administrative Regulation 3323 – Professional Services](#);
- d. [Administrative Regulation 3329 – Procurement Protocols-Federal Funds; and](#)
- e. [Administrative Procedure PUR-351 – Competitive Solicitation Requirements for Purchases Using Federal Funds Subject to 2 CFR 200.030 and 2 CFR Appendix II](#).

REVISION HISTORY

Date	Revision	Modification
01/01/2022	1.0	Adopted
01/03/2023	2.0	Revised: threshold amount that applies to procedure as approved by the Chief Financial Officer and Senior Director of Supply Chain Management; adjusted format and content location for easier understanding and flow of information; simplified definition of single/sole source to be as referenced in the administrative form; replaced previous Administrative Regulation 3322 with Administrative Regulation 3323 and added Administrative Procedure PUR-351 to the Associated Documents.
01/05/2026	3.0	Revised: Purchasing Department staff titles; revised the threshold of when quotes are required to align with administrative regulations; added hyperlinks to related documents; updated the legal requirements and associated documents section; revised language when the IFQ process may not apply to the purchase request; clarified how many vendors are to be solicited and how many valid quotes are to be received; noted when quotes are to be uploaded electronically by the Requestor; added language regarding additional contracts needing to be reviewed and approved; corrected formatting; revised title to be for non-construction purchases.