



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

Responsible: Purchasing Department

PURPOSE

This Administrative Procedure describes the process for soliciting an Informal Quote Request (IFQ) 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 annual aggregated totals, of purchases that are \$5,000 or greater for products and/or services.
2. The IFQ process does not apply if the purchase request meets any of the following criteria:
 - a. The items to be purchased are considered exempt from the requirements for competitive solicitations per Nevada Revised Statute (NRS) 332.115.
 - i. If the items to be purchased are considered exempt under NRS 332; however, the funding for the items is through a federal grant, an IFQ is required to be processed and other restrictions apply.
 - b. The items to be purchased are available on a current and existing contract (i.e., jointers or cooperatives) or any District awarded competitive solicitation.
 - c. The products and/or services to be purchased have been justified and approved as a Single/Sole Sourced item; distributor of item; manufacturer of item; copyright; and/or standardization of item within the District.
 - i. All Single/Sole Source Justification Forms are reviewed and approved through the Purchasing Department and valid for twelve (12) months from the date approved by the Purchasing Department.
3. When a Buyer receives the purchase request (e.g., email inquiry, Purchase Requisition (PR) in BusinessPlus, etc.) and identifies the purchase would require an IFQ, they initiate the IFQ process prior to approving the purchase.
 - a. The Purchasing Department requires at least three (3) and no less than two (2) valid quotes be obtained.

- b. Requestors may obtain the quotes themselves and provide them to the Buyer and/or Purchasing Department, or the Buyer may request quotes on the Requestor's behalf.
- c. Requestors may also upload and attach related quotes electronically when entering the PR into BusinessPlus for consideration as the PR moves through BusinessPlus and the Buyer receives the PR in his/her approval queue for review/approval.
 - i. The Buyer is to put the PR on hold until the IFQ process is completed and the awarded quoter has been selected.
 - ii. A competitive quote can also be requested of the vendor who is identified on the PR.
 - iii. Buyers 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.
- 4. Once the valid quotes are obtained and match the item(s) to be purchased or can achieve the same end result of the requested item(s), the Buyer assigns IFQ identifier using the Purchasing Department's 332 Master Solicitation Log.
- 5. All solicitations issued via the Purchasing Department have a unique identifier for tracking and identification purposes. RFQ numbers are assigned by the Buyer facilitating the solicitation and logged onto the 332 Master Solicitation Log, which is maintained by the Purchasing Department.
- 6. All non-capital solicitation numbers, regardless of solicitation type, have five (5) unique identifying components.

For example: 24-QF-08-22-XX

24 = next sequential number in 332 Master Solicitation Log

QF = type of solicitation

08 = 2-digit month solicitation is issued

22 = 2-digit fiscal year solicitation was issued

XX = initials of facilitating Buyer

7. Types of non-capital request for solicitations include:
 - QI – Informal Quote
 - QF – Formal Quote
 - B – Bid
 - QS – Qualifications
 - P – Proposals
 - I – Information
 - D – Demonstration
8. All quotes obtained are reviewed by the Buyer and they will accept and award to the lowest, responsive/responsible quoter.
9. The awarded quote is used to revise/edit any information originally entered in BusinessPlus, as it relates to the PR on hold in the Buyer's approval queue.
10. Once the PR is corrected (if applicable) and the awarded quote is electronically uploaded/attached to the PR, the Buyer will approve the PR to move it through BusinessPlus for completion and to print as a Purchase Order (PO).
 - a. The Buyer is to note the IFQ identifier in the BusinessPlus Purchase Requisition in the e-box labeled: *Bid Field*
 - b. Any other notations that may be relevant to the PR and provide clarity to the order for all parties, can be included in the PR.
 - c. Buyers are encouraged to list the vendor quotes and total costs that were obtained in the *Notes* field of the PR prior to approving it from his/her BusinessPlus queue.
 - d. When the PO has been printed and signed accordingly and is ready to be sent to the awarded vendor, the correlating quote is attached to the PO.
11. When the PO process has been completed, the Buyer will bundle all quotes obtained and any related documentation (e.g., emails, PO copy, etc.) to the IFQ, label the packet with the IFQ identifier (refer to Section 3(b) above) and file the document bundle in the Purchasing Department accordingly.

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 3321, Contract Review and Approval; and
 - b. Administrative Regulation 3322, Bids/Quotations and Contracts.

REVISION HISTORY

Date	Revision	Modification
01/01/2022	1.0	Adopted