Federal Purchasing Procedures

**Small Purchases ($10,001 to $250,000) 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:

d/or

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | 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