

Quote Summary Form

Revised August 2025

**Form Purpose**: To comply with the university Purchasing Policy pursuant to Section 4.2020 of the IL Administrative Rules and Illinois Procurement Code (30 ILCS 500/10) and in compliance with the standards set forth in the Code of Federal Regulations (CFR) Title 2, Subtitle A, Chapter II, Part 200 (or “Uniform Guidance”), to ensure maximum reasonable competition and promote small businesses, diversity, transparency and other statutory policies. For all purchases of $20,000 and not exceeding $100,000, a minimum of three written quotes must be obtained with at least one quote should be considered from a Business Enterprise Program (BEP) vendor which can be located at the [CEI BEP Certified Vendor Portal](https://supplierdiversitymanagementportal.illinois.gov/home.aspx).

Upload this form as an attachment with the Purchase Requisition created in the P2PO system (PeopleSoft).

# **Quote Summary**

**Departmental Information:**

Date: Click or tap here to enter text. Requisition #: Click or tap here to enter text.

Contact: Click or tap here to enter text. Telephone #: Click or tap here to enter text.

Email: Click or tap here to enter text. Department: Click or tap here to enter text.

Brief purchase description of commodity/service: Click or tap here to enter text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quote** | **Vendor Name & Contact Name** | **Date of Contact** | **Vendor Contact Method**  **Email (E)**  **or Phone (P)** | **BEP** | **Price** |
| # 1 |  |  | E  P | Yes  No | $ |
| # 2 |  |  | E  P | Yes  No | $ |
| # 3 |  |  | E  P | Yes  No | $ |

1. **Did you obtain 3 or more quotes**? Yes  or No

If **no**, please explain below why you are unable to obtain three quotes and/or why you are unable to obtain a BEP vendor quote.

Click or tap here to enter text.

1. **Did you select the lowest cost vendor?** Yes or No

If NO, please explain below why you did not select the lowest cost vendor.

Click or tap here to enter text.

1. **Is this a Grant funded purchase?** Yes or No

If **yes**, please attach the SPA Notice of Award (NOA) and Agency Notice of Award to the purchase requisition in the P2PO system. Attach any additional information supporting the need for the purchase and selection of vendor.

1. **Vendor selected**: Click or tap here to enter text.

Provide any additional information supporting the selection of this vendor (if applicable).

Click or tap here to enter text.

I understand that the information provided in this Quote Summary Form is a truthful and accurate representation of the efforts undertaken for the small purchase referenced.

Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone: Click or tap here to enter text.

# **Helpful Tips**

1. The Illinois Procurement Code stipulates that quotes are provided in written form. This may include a vendor quote, copy of an email quote, copy of a webpage quote or detailed contact information for quotes obtained over the phone.
2. Quotes that are provided in written form should be attached to this Quote Summary form and provided as an attachment to your Purchase Requisition.
3. Quotes should be unexpired and specific to the purchase identified above.
4. Vendors requested to provide quotes should be solicited in the same manner and same time frame (i.e., quotes requested on the same day in same method)
5. Quotes should be obtained for items that are similar in nature to be considered ‘reasonable competition.”