

Bid Recapitulation Form
Purchases from \$2,500.00 to \$25,000.00

Informal Procurement Procedures:

In accordance with City Colleges of Chicago’s Board Policy Section 2.2, purchases between \$2,500.00 and \$25,000.00 must be competitively bid. At least three price quotations must be obtained informally via telephone, fax and/or email and at least one of them must be from a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) that is currently certified by an agency approved by CCC.

To expedite review & approval of your informal purchase please attach the following:

- A copy of the scope provided to the vendors to ensure all vendors received the same information.
- Copies of the price quotations/proposals on a bid form or on the Vendors’ letterhead.
- Current MBE or WBE certification letters or directory listing.
- Supporting documentation and justification for the following instances:
 - Documentation that demonstrates an MBE or WBE vendor could not provide a quote or proposal in response to the scope; User must request a waiver of the provision.
 - The selected vendor does not have the lowest price. User must provide detailed information as to why the lowest bidder does not meet the provided scope.
 - The goods or services are only available from a sole source. A sole source means that the goods and services are only available from a single provider in the marketplace. The User/Requester must provide justification from the current Fiscal Year that includes market place research results or other due diligence supporting the good or services are only available from one source. A letter from the vendor is insufficient unless it’s from the manufacturer or exclusive distributor.
 - Search results using relevant key words for the goods or services sought that did not yield a certified MBE or WBE in the commodity area; User must request a waiver of the provision.

*Once the required internal signatures are obtained please send the summary and any supporting documentation to: mwbcompliance@ccc.edu Please make sure **BID RECAP** is in the subject line.*

Brief description of goods/services:	Vendor Name	Price Quote	Selected Vendor	MBE or WBE Vendor*
Requisition #: _____	1.			
	2.			
	3.			
	4.			
	5.			

Department/College: Person obtaining quotes—please include phone number Date

Department Head, College/District Office Date

Executive Director or Business Manager, College/District Office Date

Manager, Contract Administration & Compliance Date

Informal Procurement FAQs

Please review thoroughly to ensure that your College or Department receives its goods and services in a timely manner and that the price quotations have been properly evaluated and documented.

Q. How do I find certified Minority-owned Business Enterprises and Women-owned Business Enterprises?

A. [Chicago Certified Firms Directory](#) or [Illinois.gov Vendor Search](#)

Q. Can I add the bid recap to my electronic requisition in the financial management system before the purchase has been approved?

A. No; it must be approved by Purchasing and Contract Administration first.

Q. Are bid recaps required for purchases under \$2,500.00?

A. A bid recap for goods or services is only required for purchases less than \$2,500.00, if the grand total of purchases with the vendor, District-wide, in the fiscal year, is *over* \$2,500.00, yet the requested purchase is for less than \$2,500.00.

Q. Do I need a bid recap for purchases made from a vendor that is part of an approved consortium?

A. No, but a copy of the Board Report approving the specific vendor as a consortium vendor and/or a copy of the approved consortium's contract with the vendor must be referenced in the electronic requisition submission.

Q. Can I only ask one of the vendors for certain items because I know the others probably won't have them?

A. No; a detailed scope of what you need must be distributed to all vendors that you are requesting quotes from. If the selected vendor cannot provide certain line items that information must be included in the cover email from the User.

Q. Can I provide my handwritten notes on a printed web page as a quote?

A. The bid quotation describing the pricing for the requested goods and services must be submitted on a bid form or on the vendor's letterhead even if the initial contact was by telephone or email. Additionally, any notes or comments regarding a quote must be included in a User cover or justification memo.

Q. What information do I need to maintain in my files to support the purchase other than the vendors' quotes?

A. The following will help organize your informal purchase files that may be audited internally or externally:

- Identify the date of the price quotation and the length of time it will be honored.
- Create a log of the bids received including evaluation notes.
- Maintain any communication with questions about the specifications or price quotation.
- Note details regarding warranties, return policies and delivery terms that may impact the purchase (pre and post award)
- Review invoices for accuracy and conformity with price quotation and other terms.
- Document any concerns about the vendor's performance (did they deliver on time, did prices change, were there over charges, etc.)

For questions regarding compliance with informal procurement procedures please contact: mwbecompliance@ccc.edu.