

Informal Procurement Procedures:

In accordance with City Colleges of Chicago’s Board Policy Section 2.2, purchases between \$10,000.00 and \$25,000.00 must be competitively bid. At least three price quotations must be obtained informally via telephone, online 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. **Please note: ALL quotes must be provided on vendors' letterhead or quote form.**

To expedite review & approval of your informal purchase, check off and answer the following. Provide the supporting documentation (where requested)

I have included a Brief Description of goods/services:

I have listed the quote information from the Solicited Suppliers:

<i>Vendor Name</i>	<i>Price Quote</i>	<i>Selected Vendor</i>	<i>MBE or WBE Vendor</i>
	\$		
	\$		
	\$		
	\$		
	\$		

I have included a copy of the scope provided to the vendors to ensure all vendors received the same information

I have attached copies of ALL the price quotations/proposals on a bid form or on the vendors' letterhead

I confirm that ALL the quotes are valid and have not expired

I have provided supplier’s current MBE or WBE certification letters or directory listing

If there is no documentation that demonstrates an MBE or WBE vendor could provide a quote or proposal in response to the scope:

I am including a request for a waiver of the provision (on requesting department letterhead) because this is a sole source

I am providing the M/WBE search information (screenshots) showing there are no M/WBE firms providing the requested goods or services

I am including documentation of the request to MBE or WBE suppliers to provide services. No responses were provided

I have selected the supplier that has the lowest price.

If the chosen supplier does not offer the lowest price:

I am including detailed information as to why the lowest bidder does not meet the provided scope.

**Please note that preference is not a reason to select a bidder with a higher price.*

I have chosen a supplier that is a sole source

A sole source means that the goods and services are only available from a single provider in the marketplace.

I am providing 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.

I have confirmed that the chosen supplier is currently a vendor within the CCC system

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

Vice Chancellor or Associate Director of Procurement Services

Date

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

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: [City of Chicago-Certified Firms Directory](#) or [Cook County Certified Directory](#) or [State of Illinois CMS Directory](#)

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 \$10,000.00?

A: A bid recap for goods or services is only required for purchases less than \$10,000.00, if the grand total of purchases with the vendor, District-wide, in the fiscal year, is **over** \$10,000.00, yet the requested purchase is for less than \$10,000.00.

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. All vendors should receive the same amount of time to provide a quote. 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.