

## 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 may be obtained informally via telephone, fax and/or email and at least one of them must be from a currently certified Minority Business Enterprise (MBE) or Women Business Enterprise (WBE).

Search for certified MBEs or WBEs using the following links: <https://chicago.mwdbe.com/FrontEnd/VendorSearchPublic.asp?TN=chicago> or <https://www.illinois.gov/cms/business/sell2/Pages/VendorSearch.aspx>

Additionally, please attach copies of the price quotations/proposals to this summary and include supporting documentation for the following instances:

- The goods or services are only available from a solitary provider (sole source).
- A search using relevant key words did not yield a certified MBE or WBE that could provide a quote.
- The selected vendor does not have the lowest price.

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

(The attached Bid Recapitulation tip sheet should be used as a tool to administer your informal procurement process.)

Brief description of goods/services:	Vendor Name	Price Quote	Selected Vendor	MBE or WBE Vendor*
	1.		<input type="checkbox"/>	<input type="checkbox"/>
	2.		<input type="checkbox"/>	<input type="checkbox"/>
	3.		<input type="checkbox"/>	<input type="checkbox"/>
	4.		<input type="checkbox"/>	<input type="checkbox"/>
	5.		<input type="checkbox"/>	<input type="checkbox"/>

\*attach current certification letter or directory listing

### Required Signatures/Information:

\_\_\_\_\_  
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

\_\_\_\_\_  
Chief Procurement Officer Date

## **Bid Recapitulation Form**

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### **Informal Procurement Tips**

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.

- Prepare a simple, but detailed written scope of services or product description that includes what is exactly needed and when to send to potential Bidders.
- Ensure each summary quote can be easily broken down into specifics.
- Specify whether or not the vendor can provide certain line items and not the full spectrum of products, if applicable.
- 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.
- Ensure the record of the purchase includes a justification.
- 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).
- Evaluate the bids based on responsiveness, responsibility and reasonableness.
- 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:*  
[mbewbecompliance@ccc.edu](mailto:mbewbecompliance@ccc.edu).