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| Single Quote | | Approved by: | Process Council, Management Council, Ops Manager |

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BUSINESS RULE

SINGLE QUOTATION

A purchase of non-technology goods or nonprofessional services may be made on the basis of a single quotation when the estimated cost is less than or equal to \$10,000. Purchases of these amounts are set-aside to micro business, small business, and all other business, in order of priority. For that reason, unless exempted, the quotation must be obtained from a DSBSD- certified micro business, if possible. Alternatively, if the selection of a non-micro business can be justified, the quotation must be obtained from a DSBSD-certified small business, if possible.

Alternatively, if the selection of a non-micro, non-small business can be justified, the quotation may be from a business with no DSBSD certification. [APSPM §5.3]

Some purchases are exempt from micro/small requirements. The purchase may be made without regard to DSBSD certification status when any of the following is true: [APSPM §3.11g(2)]

- The purchase is made from a mandatory source
- The purchase is made under the authority of a term contract
- The goods/services are exempt from competitive requirements pursuant to APSPM §1.5b or §1.5d, or the goods/services are listed in APSPM §14.9d or §14.9e(2-11)

If no exemption applies, the selection of a non-micro vendor may be justified under the following circumstances. The justification, including all facts forming the basis for the justification, must be documented in the procurement file: [APSPM §5.3a; §3.11g(1)]

- After a good-faith effort to find a micro vendor that can provide the requested goods/services, no such vendor could be located. The efforts made to locate a micro vendor must be described and documented in the procurement file.
- The micro vendor's quoted prices are not fair and reasonable. This determination may be based on a finding that the micro vendor's quote exceeds another vendor's quote by more than 5%. [Executive Order 35, Initiative #4] After this determination, additional quotes from other micro vendors do not need to be solicited.

If the selection of a non-micro vendor is justified, the purchase must be made from a DSBSD-certified small business, unless the selection of a non-small vendor is likewise justified using the criteria listed above. The justification, including all facts forming the basis for the justification, must be documented in the procurement file. [APSPM §5.3a, §3.11g(1)]

Quotations from multiple micro businesses may be requested and all quotes received from micro businesses shall be considered. If more than one quote is received, the award shall be made to the lowest responsive and responsible micro bidder. [APSPM §5.3a]

A record of the quotations must be kept with the procurement file. Written quotations are preferred. A telephone (oral) quotation is acceptable, but must be documented and the procurement file must include the name and address of the vendor contacted, the item description or service offered, price quoted, delivery dates and F.O.B. point, names of persons giving and receiving the prices, and the date

the information was obtained. [APSPM §5.3b]

An eVA eMall catalog price can be considered a quote for the purposes of a single quotation procurement. No separate quotation is required when the purchase is made from an eMall catalog. [APSPM §5.3a, §14.6a]

A quotation may be omitted when the prices of the goods/services are fixed by the terms of a contract, or by operation of law. The authority fixing the prices should be cited and/or attached to the purchase request.

A purchase of software or software license agreements may be made on the basis of a single quotation when the cost is not expected to exceed \$30,000. A purchase of all other technology goods or services may be made on the basis of a single quotation when the cost is not expected to exceed \$5,000. [TPG §1.15] The selection of a micro/small vendor is optional for technology purchases. [TPG §5.3.2.1, §6.3.1.1.2]

| INSTITUTION RESPONSIBILITY | SSC RESPONSIBILITY |
|---|--|
| <p>The institution may obtain quotes from vendors but should not authorize the vendor to proceed with providing the quoted goods/services.</p> <p>The requester shall:</p> <ul style="list-style-type: none">• Provide an estimated cost for the requested goods/services, if possible• Attach written quotation(s) to the purchase request, if any have been received• Record all pertinent details of any telephone (oral) quote received from a vendor and include them with the purchase request• When suggesting the use of a non- micro and/or non-small vendor, explain what efforts have been made to identify micro/small vendors who can provide the requested goods/services, if any• Identify any applicable mandatory source waivers, if known | <p>SSC shall:</p> <ul style="list-style-type: none">• Confirm that the purchase is eligible to proceed on the basis of a single quotation, and route ineligible requests for fulfillment using a competitive procurement method• Request mandatory source waivers if necessary and appropriate to do so• Review available contracts, identify those that could be used as the basis for the purchase, and select a contract vendor if appropriate• Confirm that the purchase is in scope of any contract selected• Ensure that the purchase complies with all DSBSD set-aside (micro/small vendor) requirements:<ul style="list-style-type: none">○ Review the purchase request and determine whether it's exempt from micro/small vendor requirements○ If necessary, search for micro/small vendors who can provide the requested goods/services, request quotes, and select the most appropriate vendor for the |

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- Explain any reasons why a mandatory source is not suitable for the purchase, if applicable

- requested purchase
- Review any oral quotation and confirm that it contains all required elements
- Include documentation of all quotations, exemptions, justifications, and supporting facts in the procurement file

SSC LINE OF SERVICE

Procurement

AUTHORITIES

- Virginia Code §2.2-4303(G)
- APSPM §§5.3; 3.11g
- Technology Procurement Guideline §§6.3.1.1; 1.15; 1.16

PURPOSE

Competition is not generally practicable for smaller purchases, and is therefore not required below certain thresholds, which may proceed on the basis of a single quotation. Single quote purchases are generally set-aside for micro businesses or for small businesses, but may be exempt from that requirement.

REQUIREMENTS

A single quote must be obtained as the basis for a purchase under the single quote threshold:

- \$10,000 for non-technology goods and nonprofessional services [APSPM §5.3a]
- \$30,000 for software and software license agreements [Technology Procurement Guideline §1.15]
- \$5,000 for all other technology goods and services [Technology Procurement Guideline §1.15]

Unless exempt from the requirement, the purchase must be made from a DSBSD-certified micro vendor, if possible, or alternatively from a DSBSD-certified small vendor. [APSPM §5.3a; §3.11g].

An oral quote is acceptable, but the quote must be documented in detail. [APSPM §5.3b]

PROCEDURE

- **SSC Buyer** go to step 1.1
- **Vendor** go to step 2.6

SSC Buyer:

1. Initial Review

1.1. Does the request suggest the use of a specific Vendor?

- If **YES**, go to step 1.2
- If **NO**, go to step 2.1

Many purchase requests received by **SSC** will include the requester's suggestion for a **Vendor** who can provide the requested goods/services. A **Vendor** is not suggested by a purchase requisition that specifies "VENDOR TO BE DETERMINED".

A purchase requisition that has been filled out with selections from an **eMall** catalog is suggesting the use of the **Vendor** whose catalog was used.

1.2. Evaluate suggested Vendor

- If **approving**, go to step 2.2
- If **rejecting**, go to step 2.1

The suggested **Vendor** must be evaluated to determine whether that vendor can be used for the requested purchase. The evaluation is complex, but relies on the following factors:

- **Mandatory source** — If the purchase has a mandatory source other than the selected vendor, the selected vendor generally can't be used
- **Micro/small set-aside** — If the procurement requires a micro/small vendor and the selected vendor is not micro/small as required, the selected vendor can't be used unless the selection is justified
- **Competition** — If the procurement requires competition, then the selected vendor can't be selected except as the result of a competitive procurement procedure

See the "Evaluate Vendor" decision map for additional details about evaluating the selected **Vendor**.

2. Quotes

2.1. Select a Vendor

- If the suggested **Vendor** can't be used, or if the requester did not suggest a vendor, **SSC** must identify a vendor who may be able to provide the requested goods/services.
- The **single quotation** procurement method generally requires that DSBSD-certified vendors be selected, in the following order of preference:
 - Micro vendor

- Small vendor
- All other vendors
- If desired, the **SSC Buyer** may identify and request quotes from multiple vendors concurrently (at the same time), rather than sequentially.
- The **SSC Buyer** may also identify an alternative **Vendor** who may be able to provide a better outcome than the suggested vendor.
- *Go to step 2.2*

2.2. Has a quote been provided?

- If **YES**, *go to step 2.3*
- If **NO**, *go to step 2.4*

If a quote has already been provided from the selected **Vendor**, the quote may be evaluated.

2.3. Accept Vendor's quote?

- If **YES**, *go to step 3.1*
- If **NO**, *go to step 2.1*

If the selected **Vendor** chose not to bid or did not respond, a different vendor must be selected.

Otherwise, evaluate the **Vendor's** quote or other response and determine whether or not to proceed with the selected vendor. If the selected **Vendor's** quote is not acceptable, the quote may be rejected and a new vendor selected.

2.4. Is a quote necessary?

- If **YES**, *go to step 2.5*
- If **NO**, *go to step 2.3*

If no quote has been provided from the selected **Vendor**, a quote generally must be requested. However, a formal quotation is not required under the following circumstances:

- The purchase is made from an **eMall** catalog
- Prices are fixed by term contract
- Prices are fixed by operation of law

eVA eMall catalog prices can be considered a quote for the purposes of a single quotation procurement. Likewise, binding authorities that fix the prices of the requested goods/services may also be used to evaluate the procurement.

2.5. Request quote from Vendor

- If a quote is required but not present, request a quote from the selected Vendor.
- *Go to step 2.3*

Vendor:

2.6. Provide quote or no-bid

- The **Vendor** may provide a quote or may elect not to provide a quote.
- *Go to step 4*

SSC Buyer:

3. Purchase requisition

3.1. Review, update, validate, and approve PR

- Update the existing purchase requisition with any changes necessary for the purchase. Review the purchase requisition for completeness and accuracy, including all other elements that may be required for the purchase. When ready, approve the purchase requisition.
- *Go to step 3.2*

3.2. Approval Flow

- The purchase requisition enters the **eVA** approval flow to be reviewed by approvers.
- *Go to step 4*

4. END

- The process is complete.

VERSION CONTROL

| Version | Author/Editor | Change | Approvals | Date |
|---------|-------------------------------------|--|---|---------------------|
| 1.00 | Michele Johnson, Content Manager | Final Council Approval | Process Council 2/11/2020 Management Council 3/25/2020 | March 26, 2020 |
| 2.00 | Kara Stewart | Incorporated edits to remove references to an outdated form | Removal of form references approved by Management Council | October 12, 2020 |
| 3.00 | Aaron Stevenson | Combined exemptions to DSBSD requirements | Ken Kapko | December 4, 2020 |
| 4.00 | Michele Johnson | PIM39 updates | | August 17, 2021 |