



Administrative Procedure PUR-340  
**INFORMAL QUOTE REQUESTS FOR  
NON-CAPITAL PURCHASES**

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**Responsible:** Purchasing Department

**PURPOSE**

This Administrative Procedure describes the process for soliciting an Informal Quote Request (IFQ) as managed by the Purchasing Department of the Washoe County School District (District).

**PROCEDURE**

1. The Purchasing Department processes IFQs for any one-time, single, and/or annual aggregated totals of purchases that are \$10,000 or greater and less than \$50,000 for purchases (products and/or services).
2. The IFQ process does not apply if the purchase request meets any of the following criteria:
  - a. The products and/or services to be purchased are considered exempt from the requirements for competitive solicitations per Nevada Revised Statutes (NRS) Chapter 332.
  - b. The products and/or services to be purchased are available on a current, valid, and existing contract (i.e., jointers or cooperatives) or any District-awarded competitive solicitation.
  - c. The products and/or services to be purchased have been approved by the Purchasing Department as a single/sole source.
    - i. All Single/Sole Source Request forms (Administrative Form 3340) are reviewed and approved through the Purchasing Department and will remain valid for twelve (12) months from the signature date of the Director of Procurement & Contracts.
3. If the purchase is considered exempt from competitive solicitation under NRS 332, however, the funding for the purchase is through a federal grant, an IFQ is required to be processed and other restrictions apply. Refer to the District's Administrative Procedure PUR-351 Competitive Solicitation Requirements for Purchases Using Federal Funds Subject to 2 CFR 200.030 and 2 CFR Appendix II for additional information and instructions.
4. When a Buyer receives the purchase request (e.g., email inquiry, Purchase Requisition (PR) in BusinessPlus, etc.) and identifies the purchase would require an IFQ, they initiate the IFQ process prior to approving the purchase.
  - a. The Purchasing Department requires at least three (3) and no less than two (2) valid quotes be obtained.

- b. Requestors may obtain the quotes themselves and provide them to the Buyer and/or Purchasing Department, or the Buyer may request quotes on the Requestor's behalf.
  - c. Requestors may also upload and attach related quotes electronically when entering the PR into BusinessPlus for consideration as the PR moves through BusinessPlus and the Buyer receives the PR in their workflow queue for review/approval.
    - i. The Buyer has the option to leave the PR in an 'active' approval status in BusinessPlus or put the PR on 'hold' until the IFQ process is completed, and the awarded vendor has been selected.
    - ii. A competitive quote can also be requested of the vendor who is identified on the PR.
    - iii. Buyers are required NOT to disclose any quote pricing obtained from one vendor to any other vendor who has been solicited, including the vendor who is identified on the PR.
5. Once valid quotes are obtained and specifications either match the products and/or services to be purchased or can achieve the same end-result of the requested products and/or services, the Buyer assigns a unique solicitation number using the Purchasing Department's 332 Master Solicitation Log.
6. All solicitations issued via the Purchasing Department have a unique identifier for tracking and identification purposes. All non-capital solicitation numbers, regardless of solicitation type, have five (5) unique identifying components that make up the solicitation number.
- Informal Quote number example: 32-QI-08-22-XX
    - 32 = next sequential number in 332 Master Solicitation Log
    - QI = type of solicitation (refer to chart below)
    - 08 = 2-digit month solicitation is issued
    - 22 = 2-digit fiscal year solicitation was issued
    - XX = initials of facilitating Buyer

- Solicitation types of non-capital requests include:

QI	Informal Quote
QF	Formal Quote
B	Bid
QS	Qualifications
IP	Informal Proposal / Letter Proposal
P	Proposal
I	Information
D	Demonstration

7. All quotes obtained are reviewed by the Buyer who will accept and award to the lowest, responsive, and responsible vendor.
8. The awarded quote is used by either the PR Requestor or the Buyer to revise or edit any information originally entered in BusinessPlus and is electronically uploaded/attached to the PR.
9. Once the PR is corrected (if applicable) and the awarded quote is electronically uploaded/attached to the PR, the PR can be approved from the workflow queue and continue to move through BusinessPlus for processing/completion and to print as a Purchase Order (PO).
10. When the PO has printed, signed accordingly, and is ready to be sent to the awarded vendor, the correlating quote is attached to the PO.
11. When the PO process has been completed, the Buyer is to electronically file all quotes obtained and any related documentation (e.g., emails, PO copy, etc.) of the IFQ in the Purchasing Department's solicitations e-file accordingly.

## **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 3320 – Procurement
  - b. Administrative Regulation 3323 – Professional Services
  - c. Administrative Procedure PUR-351 – Competitive Solicitation Requirements for Purchases Using Federal Funds Subject to 2 CFR 200.030 and 2 CFR Appendix II

**REVISION HISTORY**

<b>Date</b>	<b>Revision</b>	<b>Modification</b>
01/01/2022	1.0	Adopted
01/03/2024	2.0	Revised threshold amount that applies to procedure as approved by the Chief Financial Officer and Director of Procurement & Contracts; adjusted format and content location for easier understanding and flow of information; simplified definition of single/sole source to be as referenced in the administrative form; replaced previous Administrative Regulation 3322 with Administrative Regulation 3323 and added Administrative Procedure PUR-351 to the Associated Documents.