

Most Preferred Method

	BCM PREFERRED VENDORS	APPROVED VENDORS			
	Existing BCM Contract or Punch-Out Catalog	P-Card	Purchase Order	Informal Solicitation or Sole Source	Formal Solicitation
\$ Amount	Any \$ Amount	Up to \$3K	Up to \$10K	\$10K - \$250K	Above \$250K
Department Responsibility	<p>Purchase through Punch-Out Catalogs - <u>no</u> quote needed</p> <p>See BCM Contracted Vendors Lists – 1 Quote from vendor for Free-Text shopping carts required if over \$1K</p>	<p>Reference P-Card Manual for info on permitted vs. prohibited purchases</p> <p>NO QUOTE NEEDED FOR P-CARD TRANSACTIONS!</p>	<p>If your order is more than \$1K, one (1) quote from the vendor is required</p>	<p>Quotes from three (3) different vendors are required</p> <p>OR</p> <p>Complete the Sole Source form and attach to shopping cart, along with a quote from the sole vendor.</p>	<p>CONTACT SUPPLY CHAIN as a formal solicitation process is required.</p> <p>OR</p> <p>Complete the Sole Source form and attach to shopping cart, along with a quote from the sole vendor.</p>
Supply Chain Role and Responsibility	<p>Provide support as needed; including technical support, advice, identification of existing BCM contracts or Other Entity contracts</p>	<p>Provide support as needed; including technical support, advice, identification of best value and possible suppliers, including suppliers that support university diversity efforts</p>	<p>Process shopping carts and send POs to suppliers identified.</p> <p>Recommend best business practices for purchasing.</p>	<p>Obtain minimum of 3 quotes in partnership with requesting department</p> <p>OR</p> <p>Validate/Approve Sole Source</p>	<p>Execute 3 or more Public RFQs or RFPs</p> <p>OR</p> <p>Validate/Approve Sole Source</p>
Est. Time to Complete	0-2 days	0-2 days	2-3 days	3 days to 8 weeks	<p>RFQ: 14 to 30 days</p> <p>RFP: 60 to 180 days</p>