## BCM Preferred Vendors

<table>
<thead>
<tr>
<th>Existing BCM Contract or Punch-Out Catalog</th>
<th>P-Card</th>
<th>Purchase Order</th>
<th>Informal Solicitation or Sole Source</th>
<th>Formal Solicitation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$ Amount</strong></td>
<td>Any $ Amount</td>
<td>Up to $3K</td>
<td>Up to $10K</td>
<td>$10K - $250K</td>
</tr>
</tbody>
</table>

### Department Responsibility
- **Purchase through Punch-Out Catalogs - no quote needed**
  - See BCM **Contracted Vendors Lists** – 1 Quote from vendor for Free-Text shopping carts required if over $1K
- **Reference P-Card Manual for info on permitted vs. prohibited purchases**
  - **NO QUOTE NEEDED FOR P-CARD TRANSACTIONS!**
- **If your order is more than $1K**, **one (1) quote from the vendor is required**
- **Quotes from three (3) different vendors are required**
- **CONTACT SUPPLY CHAIN** as a formal solicitation process is required.
  - **OR**
    - Complete the **Sole Source form** and attach to shopping cart, along with a quote from the sole vendor.

### Supply Chain Role and Responsibility
- **Provide support as needed; including technical support, advice, identification of existing BCM contracts or Other Entity contracts**
- **Provide support as needed; including technical support, advice, identification of best value and possible suppliers, including suppliers that support university diversity efforts**
- **Process shopping carts and send POs to suppliers identified.**
  - **Recommend best business practices for purchasing.**
- **Obtain minimum of 3 quotes in partnership with requesting department**
  - **OR**
    - Validate/Approve Sole Source
  - **Execute 3 or more Public RFQs or RFPs**
  - **OR**
    - Validate/Approve Sole Source

### Est. Time to Complete
- **0-2 days**
- **0-2 days**
- **2-3 days**
- **3 days to 8 weeks**
- **RFQ: 14 to 30 days**
- **RFP: 60 to 180 days**