



## DOCUMENTATION FOR INFORMAL QUOTE SELECTION

This form shall be used to document informal quotes for goods up to \$50,000 and services from \$5,000 to \$50,000. A minimum of three quotes should be obtained.

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Agency/Division: \_\_\_\_\_

Item Description: \_\_\_\_\_

Mandatory Criteria: \_\_\_\_\_

Contract Duration - From: \_\_\_\_\_ to: \_\_\_\_\_

Goods or  Service

	Vendor 1	Vendor 2	Vendor 3
Company Name			
Street Address			
City, St, ZIP			
Person providing Quote			
Phone Number			
Meets Mandatory Criteria	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Cost			

If fewer than three quotes are reasonably available, explain why and what steps were taken to assure the above quotes are reasonable: \_\_\_\_\_

After evaluating the above information, please make your recommendation:

**Recommended Vendor:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If this purchase is believed to fall under the Sole Source provisions, please complete a Sole Source Justification Form found at: <https://das.iowa.gov/procurement/agencies/forms/sole-source-form>.