## Informal Quote Checklist (\$10,000-\$149,999.99)

Description:

a) Answers to all supplier questions submitted by deadline (section 2.e.i) should be provided to all bidders in email format.

## 5)Evaluation

- a) Verify suppliers who have submitted responses are responsible respondents
  - i) Supplier response was submitted by submission deadline (section 2.e.ii)
  - ii) Supplier response meets all stated requirements of the Scope of Work
- b) Score supplier responses based on criteria outlined (section 2.f)

## 6)Intent to Award

a) Once the awardee has been determined, send an email to all bidders using the following language:

This is to notify all Bidder(s) who responded to this quote opportunity that the University intends to enter into negotiations with (Company Name). The awardee indicated in this message shall not commence any billable work until a contract has been fully executed by both parties and/or a Purchase Order has been issued by the University.