



	BCM PREFERRED VENDORS		
	Existing BCM Contract or Punch-Out Catalog		
		P-Card	Purchase Order
\$ Amount	Any \$ Amount	Up to \$3K	Up to \$50K
Department Responsibility	Purchase through Punch-Out Catalogs - <u>no</u> 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 \$50K, one (1) quote from the vendor is required
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.
Est. Time to Complete	0-2 days	0-2 days	2-3 days

APPROVED VENDORS

Informal Solicitation or Sole Source

Formal Solicitation

\$50K - \$250K

Above \$250K

Quotes from three (3) different vendors are required

OR

Complete the [Sole Source form](#) and attach to shopping cart, along with a quote and letter from the sole source vendor to attest to its exclusive rights/design.

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 and letter from the sole vendor to attest to its exclusive rights/design.

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

3 days to 8 weeks

RFQ: 14 to 30 days

RFP: 60 to 180 days