

UTFI Contract/Purchasing Process (Over \$5,000)

The UTFI department first contacts the UTFI Director of Contracts and Purchasing to discuss the purchase/event

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graph LR; A[The UTFI department first contacts the UTFI Director of Contracts and Purchasing to discuss the purchase/event] --> B[It is then determined which of the following courses of action are necessary:  
Bid  
Non-competitive]; B --> C[In both a bid process and a non-competitive process, the UTFI department must first identify the source of funding for the purchase (E88, E17*, R01*)  
  
*If the funding is not an E88 cost center, the UT purchasing processes must be followed];
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Non-competitive

In both a bid process and a non-competitive process, the UTFI department must first identify the source of funding for the purchase (E88, E17*, R01*)

*If the funding is not an E88 cost center, the UT purchasing processes must be followed

UTFI Purchasing Process (Over \$5,000 – Bid)

With the exception of non-competitive purchases, vendor selection will be based on the solicitation of price quotations from at least three vendors



The UTFI department selects at least three qualified vendors to be included in the bid process



The UTFI department then completes a request for quotation (RFQ) document to send to the three vendors and the UTFI Director of Contracts and Purchasing

(This document must be as specific as possible, in order to receive accurate responses/bids from the three vendors)



The UTFI department then sends this RFQ to the three selected vendors with a deadline for the responses/bids included

UTFI Purchasing Process (Over \$5,000 – Bid)

