Process to Initiate Service

# College/Department determines category and position for desired services

Review the category and position descriptions to determine the best fit for your project. For example, IT Security, Continuous Staffing, Mid-Level.

# College/Department downloads and completes the Request for Quote Form

Download the [Request for Quote Form](https://www.aits.uillinois.edu/common/pages/DisplayFile.aspx?itemId=1618800). The Request for Quote Form is used to outline services, timelines, and other project details leading up to the ultimate purchase of services. The Request for Quote Form further specifies project details covered under the original scope of services approved by the Board of Trustees of the University of Illinois. Such details may include, but not be limited to, deliverables, assigned personnel, and tasks to be performed. The Request for Quote form is not an authorization to begin services, nor is the University under any obligation to pay for services outlined in the Request for Quote form. Services can only begin after a firm receives a Purchase Order.

*Important Note: The request for quote form or any attachments, exhibits, or additional documents are not intended to and shall not change, add, delete, or modify terms incorporated in the contract.*

Complete the Request for Quote Form with the required information, including:

* + College/Department Information (primary contact information)
	+ Firm Information (Name of Firm and Contract Number)
	+ Service Category Information
		- Category Title and Position Title (do not abbreviate)
		- Task Order Description/Scope of Work (This includes project details for the performance of service, including reports, milestones, etc.)
		- Desired Project Start and End Dates (These dates are a preference and must take into account lead time needed for a purchase order to be issued. Additionally, start and end dates will be contingent on the firm's availability and will be finalized with the firm previous to submitting a requisition.)

# College/Department uses the iBuy form: Quick Quote Form – IPHEC2140

Quick Quote Form – IPHEC2140 will distribute quote requests to all firms awarded within category of need. [Follow the Completing the Quick Quote IPHEC2140 IT Contract Form](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=1736871) job aid for the remainder of the quoting and requisitioning process.

# Firms submit offers to the identified email in Quick Quote Form – IPHEC2140

The firms shall respond with offers, resumes, and other supporting documentation before the conclusion of the quoting period.

# Department Review

Department reviews all submitted offers to identify the best value or low-cost offer. If interviews are needed to further evaluate offers and/or candidates, the requesting department will maintain written documentation of the evaluation process. Review the [IPHEC2140 Pricing](https://www.aits.uillinois.edu/common/pages/DisplayFile.aspx?itemId=1618787) spreadsheet to confirm pricing proposed within the quote is in line with the pricing included in the award.

1. **Department enters top three offers into the Quick Quote Form – IPHEC2140 and submits iBuy Requisition**

Follow “How to Enter Quote Details from the Vendors” in [Completing the Quick Quote IPHEC2140 IT Contract Form](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=1736871) job aid. The department submits the requisition, the purchasing department will review the quotes received and the proposed vendor prior to issuing a purchase order. Services can begin only after the firm receives a Purchase Order.

# Firm receives payment

Payment will be made upon completion of the service(s) detailed in the purchase order. The college/department requesting the purchase order will be responsible for the approval of invoices (using standard departmental procurement process).