**What happens if I cannot secure competitive bids/quotes?**

To ensure that the requisitioning department has made good faith efforts in obtaining competitive quotes but found that a competition is either impracticable or impractical, a completed signed "Acquisition Summary" memo must be submitted to the Purchasing Department via an electronic attachment to an Elixir transaction.

Within the Acquisition Summary, there is a part that outlines the rationale for not seeking three (3) bids/quotes. The “Non-Competitive Justification” memo explains why the recommended company is the only company that can perform the services or provide the goods that meet the college/departments performance, delivery, or cost constraints requirements. The memo addresses marketplace considerations (e.g. “*are there any other companies who can do this job?*”). Are there any other conditions (i.e. *time, money, technological superiority, or performance risks*) that may exist that gives the recommended company a significant advantage over any other company who can provide the same or similar goods and services?

The lack of three (3) bids/quotes does not subject the Elixir transactions to automatic rejection; however, the Purchasing Department will analyze the rationale for soundness.