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## Process to Initiate Service

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### 1. 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 Planning Services, Business Analyst.

### 2. College/Department determines firm(s)

Review the [KRS102 Pricing](#) spreadsheet to view the list of firms, categories awarded and position titles available. Select three (3) firms from whom to request quotes. NOTE: Your iBUY requisition will be returned by Purchasing if you do not have 3 quotes attached.

### 3. Click on the [Vendor Information](#) spreadsheet to obtain vendor contact information.

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

Download the [Request for Quote Form](#). The Request for Quote Form is used to initiate contact with awarded firms and begins the process of outlining 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.)

## **5. College/Department emails the Request for Quote Form to Firms**

Email the completed Request for Quote Form directly to three firms who can provide the category of service and the position title needed for your project. Vendor contact information can be found in the Vendor Information Spreadsheet.

## **6. Firms respond to the Request for Quote Form**

The firms shall respond to the request with follow-up questions and resumes of candidates.

## **7. Department Review**

Department reviews resumes, schedules interviews and chooses candidate to fill the position. Department emails the firm from which the candidate was chosen of their decision and notifies the other two firms that a candidate has been chosen from another firm.

## **8. Chosen Firm returns the completed Request for Quote Form**

**The firm who is providing the candidate you have chosen, completes the bottom portion of the Request for Quote Form, which shall include the candidate name, project start and end dates, estimated costs, description of service(s) to be performed, number of invoices, deliverables and signature.**

## **9. Department Submits iBuy Requisition**

Department reviews the [IT Consulting Form Job Aid](#) for complete instructions on how to submit the requisition in iBUY. Once the requisition is submitted, purchasing will issue a purchase order. Services can begin only after the firm receives a Purchase Order.

## **10. 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).