



### PURPOSE & INSTRUCTIONS

**THE PURPOSE** of the Informal Bid Intake Form is to confirm the requesting unit has taken the necessary steps and provided documentation to demonstrate the appropriate justification for the requested procurement in accordance with [University Policy 20.1.11](#) and applicable Federal, State and local laws, regulations, codes and ordinances.

**THIS FORM MUST BE COMPLETED WHEN A UNIT SEEKS TO PROCURE GOODS OR SERVICES VALUED \$10,000 – \$149,999 VIA INFORMAL BIDS/PROPOSALS/QUOTES FROM MULTIPLE PROSPECTIVE SUPPLIERS EITHER INDEPENDENTLY OR WITH THE ASSISTANCE OF UNIVERSITY PROCUREMENT SERVICES**

**PLEASE BE ADVISED:**

- Wherever possible, the University should procure goods and services from suppliers that have active contracts in place with Rutgers. If the unit is utilizing an existing University contract – **STOP**. This form is **NOT** required.
- If the unit is seeking to procure goods or services \$10,000 or greater but did not obtain multiple bids/proposals/quotes due to restricted or limited competition – **STOP**. This is **NOT** the correct form. The [Waiver of Bid Request Form](#) needs to be completed.
- If the unit is seeking to procure goods or services within the formal bid range (\$150,000 or greater) by soliciting formal bids/proposals/quotes – **STOP**. This is **NOT** the correct form. The [RFX Intake Form](#) needs to be completed.

**THIS COMPLETED FORM MUST BE SUBMITTED WITH AN  
RU MARKETPLACE REQUISITION AS AN **INTERNAL ATTACHMENT****

**PLEASE BE FURTHER ADVISED** that University Procurement Services must review this form PRIOR to issuance of any purchase order and may require additional information and/or may determine that a re-bid or different supplier is required for the procurement of the requested goods or services.

**PLEASE BE FURTHER ADVISED** by submitting and approving the requisition this form is attached to, you certify that the information and justification has been thoroughly reviewed and accurate.