



UNIVERSITY OF LOUISVILLE 3-QUOTE PROCESS

Diversity, equity, and inclusion is of the utmost importance to the university and Procurement Services. The 3 Quote Process was implemented as a cost savings initiative and to provide additional opportunities for Minority and Women Owned Business Enterprises to partner with the University of Louisville.

The 3-Quote purchasing process requires that, unless otherwise under contract, three (3) quotes are to be obtained for purchases of equipment, good, and non-professional services that total between \$50,000 and \$99,999.99. This process also requires departments to obtain at least one quote from a Minority Owned Business Enterprise (MBE) or Women Owned Business Enterprise (WBE) within the three quotes. Exceptions to this process must be justified in written form and approved by the Director of Procurement Services.

To find an MBE or WBE vendor click [MBE/WBE Vendor List](#) or [GovQuote](#) which also provides this information.

If you are unable to locate three (3) suppliers for your purchase, are unable to locate at least one MBE/WBE supplier, or there is only one supplier available please complete Section I of this form, sign, date, and attach with your Department Agreement Request in the Department Agreement Portal.

Should you have any questions or need any additional assistance, please contact the Procurement Services team at purchase@louisville.edu.

UNIVERSITY OF LOUISVILLE
3-QUOTE FORM

SECTION I – To be completed by Department/Requisitioner for purchases between \$50,000.00 to \$99,999.99 ONLY if unable to obtain 3 quotes or unable to obtain one quote from MBE/WBE supplier.

Department Name:	
Name of Requisitioner:	
Title of Requisitioner:	
Amount:	\$

1. Briefly explain why 3 quotes were not obtained to meet requirement.

2. If unable to obtain quote from MBE/WBE supplier, briefly describe efforts to meet requirement.

Signature of Requisitioner: _____ Date: _____

Print Name: _____

Approval Signature: _____ Date: _____
Director/Dean/Department Head

Print Name: _____

SECTION II – To be completed by Director of Procurement or designee:

	Approved
	Denied

Signature of Director of Procurement or designee Date: _____