

Procurement Process Updates - Effective 1/3/2024

1. The Department Agreement Portal (DA Portal) has been updated to give you the option to add a priority flag for all new requests. You may now select if the agreement is low, medium, high, or critical priority (see below).

UNIVERSITY OF LOUISVILLE Department Agreement

Procurement Services
Service Complex Building
Belknap Campus
2215 S. Brook St., Louisville KY
(502) 852-6247
Hours 8am-4:30pm
[Procurement Website Link](#)

Request Number: DA-7915-24 | Dean/VP Code: 15 | Request Date: 12/18/2023 11:38:08 AM | Status: NEW

General Information

Requester Department: OPS: CONTRACT ADMINISTRATION AND PROCUREMENT SER

Requester DeptID: 1542100001

Are you submitting request for another department?

Is this a software purchase? *
 Yes
 No

Commodity *

Comments / Additional Information

Priority Level *

- Low
- Medium
- High
- Critical

Department recommended by signature is required (cannot be typed name only).

Department Vendor Contract (0)

PUR-DA -Vendor Department Agreement

[Attach PUR-DA -Vendor Department Agreement](#)

2. The second update to the DA Portal is for the 3-Quote Requirement. When the amount of your agreement request exceeds \$20,000 a box will pop up for you to attach your two additional quotes. The supplier agreement that you want to move forward with will still be attached under the Department Vendor Contract section.

Are you submitting request for another department? NO

Is this a software purchase? *
 Yes
 No

Commodity * entertainment

Department recommended by signature is required (cannot be typed name only).

Department Vendor Contract (0)

PUR-DA -Vendor Department Agreement

[Attach PUR-DA -Vendor Department Agreement](#)

Attach 2 additional quotes because the spend amount is between \$20K-\$39,999.99

Additional Quotes (0)

Additional Quotes

[Attach Additional Quotes](#)

Comments / Additional Information

Product Purchase Information

Funding	Speedtype	Speedtype Category	Account Code	Amount
	01044	MISC - PURCHASING OFFICE		25000.00

Purchase Total Amount

Total Amount: 25000.00

3. A new form for the 3-Quote process has been created and can be found here: [3-Quote Process and Form](#) . This form will be required if a department is unable to find 3 quotes or is unable to locate one supplier that is a Minority or Woman Owned Business.
4. An updated Single/Sole Source Justification form can be found here: [Single/Sole Source Justification Instructions and Form](#) . Older versions of the form will not be accepted. This form is for Non-PSC related procurements.