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).

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.
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.