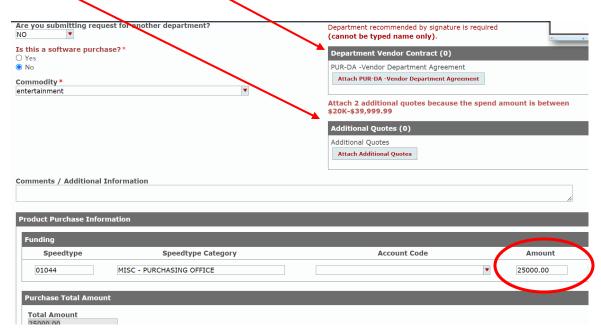
## Procurement Process Updates - Effective 1/3/2024

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).

LOUISV	LLE.	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	Dean/VP Code		Status	
DA-7915-24	15	12/18/2023 11:38:08 AM	NEW	
General Information				
Requester Department	TON AND DROCUD	EMENT CEDY	Priority Level*	
OPS: CONTRACT ADMINISTRAT	ION AND PROCUR	EMENT SERT	O Low O Medium	
Requester DeptID 1542100001			○ High ○ Critical	
Are you submitting request for another department?			Department recommended by signature is required	
<u> </u>			(cannot be typed name only	y).
Is this a software purchase?*  Yes			Department Vendor Contract (0)	
O No			PUR-DA -Vendor Department	Agreement
Commodity *			Attach PUR-DA -Vendor Depart	tment Agreement
		▼		
Comments / Additional Info	rmation			

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: <u>3-Quote Process</u> 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: <u>Single/Sole Source</u> <u>Justification Instructions and Form</u>. Older versions of the form will not be accepted. This form is for Non-PSC related procurements.