

CHILD PROTECTION SERVICES  
STANDARDS FOR EFFECTIVE PRACTICE  
**STANDARDS FOR ADMINISTRATION**

**10.13 INFORMAL QUOTES**

**Council on Accreditation Standards**

The Council on Accreditation Standards G6 (Financial Management) and G11.7 (Contractual Relationships) link to and support Standard 10.13 *Informal Quotes*.

**Administrative Code**

The Ohio Administrative Procedures Manual, Chapter 4000, Section 4431 addresses Standard 10.13 *Informal Quotes*.

**I. Philosophy**

The purpose of having a formal process for obtaining informal quotes is to assure efficient use of financial resources and assure fairness and equity in identifying and securing services and/or goods sought. The informal quote process should be used when a Request for Proposal (RFP) is not required by county, state, or federal regulations. Although less stringent than the RFP process, the informal quote process should assure uniformity, consistency and reasonableness in purchasing.

**II. Outcome**

Goods and services are sought fairly and equitably amongst available vendors and secured at the lowest/best price.

**III. Evaluation**

FACIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the CFSA may consider the following:

- review and report on process used to select vendors;
- review and report on number of quotes solicited and secured.

**IV. Standards for Implementation**

- 1) The CFSA should have a policy and set of procedures for obtaining informal quotes. The policy and procedures should include, but not be limited to, the following:
  - a. list of specifics regarding what the agency wants to purchase (e.g., purchase of a xerox machine, capabilities desired - color, sort, staple);
  - b. contact with a minimum of three vendors, informing each vendor that 3 quotes are being secured;
  - c. documentation of contact date(s), price quotes, vendor's name, name of the individual providing the price quotes;
  - b. vendor documentation verifying quotes when price is given over the telephone.

- 2) In the case of a sole source, the CFSA should document that it was unable to secure three quotes.

**V. Financial Implications**

Costs associated with securing quotes for procurement of materials and services are as follows:

Policy development- 8 hours @ \$71/hour = \$568

Policy implementation- cost savings achieved through this process should balance the cost of implementing the policy.