

# SCSU Multi-Vendor Contract Use Checklist



**Section 1 of 3**

## Contact Information

Email Address \* \_\_\_\_\_

Name of Requestor \* \_\_\_\_\_

Requestor's Phone Extension \* \_\_\_\_\_



**Section 2 of 3**

## Vendor Selection

Requisition Number \* \_\_\_\_\_

Contract Number \* \_\_\_\_\_

Contract Agency \* **Please select one option from below**

- DAS
- MHEC
- E + I
- Omnia Partners
- Other

If "Other" Was Selected, Please Name the Contract Agency:

---

Name of Vendor Selected \* \_\_\_\_\_

Dollar Value of Vendor Selected \* \_\_\_\_\_

Were Additional Vendors Considered? \* **Please select one option from below**

- Yes
- No

If "Yes", List the Name of Two Additional Vendors Reviewed:

1. \_\_\_\_\_
2. \_\_\_\_\_

Amount Quoted for Each Vendor (\$)

1. \_\_\_\_\_
2. \_\_\_\_\_

If "No", Please Explain Why Other Vendors Were Not Considered:

---

---

.....  
**Section 3 of 3**

### **Procurement Services Use Only\***

Reviewed By: \* \_\_\_\_\_

Date: \* \_\_\_\_\_

(Month / Day / Year)