



BETHANY LEGACY FOUNDATION

Guidance on Quotes for Goods and Services

BLF generally requires two quotes for large projects that include outsourced services. Those quotes must reflect the same or similar goods/services, to provide the best cost comparison (i.e. the quotes must be ‘apples to apples’). Situations in which two quotes are not required are outlined below.

1. Sole Source Procurement

- When only one vendor is capable of providing the required goods or services due to proprietary technology, intellectual property, or specialized expertise.
- When compatibility with existing systems, equipment, or services is necessary.

2. Emergency Situations

- When an urgent need arises due to unforeseen circumstances (e.g., natural disasters, critical infrastructure failures, public health emergencies) that require immediate action.

3. Continuation of Services

- When an existing vendor has been providing satisfactory services under a prior contract and a transition would be inefficient, costly, or disruptive.
- When a phased project requires consistency in service providers to maintain quality and integration.

4. Professional Services and Expertise

- When hiring specialized professionals (e.g., legal counsel, consultants, auditors) where qualifications and experience are more critical than cost alone.
- Established vendors with proven results who remain price competitive.

5. Cooperative Purchasing Agreements

- When purchasing from government contracts, consortiums, or cooperative purchasing agreements that have already undergone a competitive bidding process.

Quotes Narrative Requirements

When applying for funding with one quote, applicants must identify which of the exceptions above their project falls under in the “Quotes Narrative” question in the application. The “Quotes Narrative” should also be used to disclose if a relationship exists between the contractor and the applicant organization.