



The University of Vermont

Office of the President

June 2, 2008

To: Vice President, Deans, Directors, and Department Chairs

From:

- For General Counsel: general.counsel@uvm.edu or <http://www.uvm.edu/~gencnsel/>

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Answer: A Quotation Evaluation Form (QEF) applies to procurements in the range of \geq \$25,000 to \$50,000, and requires departments to show quotations from at least three vendors as well as to state the reasons for a proposed vendor selection. A QEF must be used unless a Request for Non-Competitive Bid

SAMPLE DELEGATION OF AUTHORITY LETTER

By means of this letter, I, [name and title], delegate the authority herein described to the [position title], on the following terms and conditions:

1. The [title] may review and execute, on my behalf, contracts in an amount and duration not to exceed [dollar limit] and [period of time].
2. The contracts subject to this delegation are those relating to [describe nature of contracts].
3. The effective date of this delegation is [specify] and shall run [indicate time limit if any; if none, indicate that it shall run until revoked by delegating official or his/her successor is appointed].
4. The authority delegated is not subject to sub-delegation.
5. This delegation is made pursuant to the University Contract Approval and Signatory Authority Policy and is subject thereto.

[signature]

Name
Title [delegating official]

Date: