

## **Quick Procurement Readiness SelfAssessment Quiz**

*Answer each question to determine how prepared your department is before submitting a purchase request.*

### **1. Do you have a clear description of what you need to purchase?**

- Yes
- Somewhat
- No

### **2. Is funding confirmed and allowable for this purchase?**

- Yes
- Unsure
- No

### **3. Do you know whether the purchase must be made through a restricted vendor?**

- Yes
- Unsure
- No

### **4. Do you know whether the vendor is already approved?**

- Yes
- Unsure
- No

### **5. Is the item standard, or does it require specialized sourcing?**

- Standard
- Specialized
- Not sure

### **6. Do you have the required number of quotes?**

- Yes
- In progress
- No

**7. Are specifications or scope of work clearly written?**

- Yes
- Partially
- No

**8. Do you understand the approval steps and timeline?**

- Yes
- Somewhat
- No

**9. Have you identified delivery, installation, or support needs?**

- Yes
- Somewhat
- No

**10. Are you prepared to provide documentation for audit or compliance review?**

- Yes
- Somewhat
- No

**Quiz Scoring**

Give yourself:

- **2 points** for each “Yes”
- **1 point** for each “Somewhat”
- **0 points** for each “No”

**Total Score:** \_\_\_\_\_ / 20

**Score Interpretation**

- **17–20:** Ready to submit
- **13–16:** Mostly ready; review gaps
- **8–12:** Needs preparation

- **0-7:** High likelihood of delays