

Barre Unified Union School District
120 Ayers Street. Barre VT 05641
Procurement Documentation Form
For purchases made with Federal funds

Vendor Name: _____ Fiscal Year: **2020-2021**

Description and purpose of the purchase: _____

Procurement Method (**check one**): *see procurement procedure for additional details on the methods of procurement*

- Small Purchase (\$0 - \$250,000)
- Sealed Bid
- Competitive Proposal
- Non-Competitive Proposal (if selected, indicate reason why below)
- The item is available only from a single source
- A public emergency
- Received authorization from pass-through entity (AOE)
- Competition is determined to be inadequate (after solicitation)

If the purchase is over \$15,000, contact the Business Office to ensure the VT Bid Law is followed.

Reasons for selecting the vendor (**check all that apply**): *does not apply to micro-purchase method*

- Lowest price
- Expertise
- Location (venue)
- Availability
- Reputation
- Bid process/State contract
- Accessibility
- Continuity of Services
- Other considerations:

Statement on why this purchase is **Reasonable** and **Necessary** _____

_____ *continue statement on back of page as needed

Vendor Cost/Price Comparison: *does not apply to micro-purchase method*

	<u>Vendor Name</u>	<u>Total Cost</u>	<u>Comments</u>
1.	_____	_____	_____
2.	_____	_____	_____

**** Back-up Documentation Required, Please attach to this form ****

Attach supporting documentation identifying potential vendors to this form. This may include quotes, internet research, telephone calls, advertisement, email or written requests for information, etc.

Suspension/Debarment Check: check www.sam.gov to ensure the vendor has not been suspended/debarred from receiving Federal funds. Completed and copy of proof attached to this form. _____ (initials)

The SFA takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible in procurement of goods and services. Affirmative steps must include:

- * Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- * Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

- * Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- * Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- * Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- * Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in the above bullets.

Signature of individual who completed procurement

Date

Grant/Investment #

Barre Unified Union School District
Purchase Requisition Form for FY21 Grant Expenditures

For Teacher/Staff Use: Please fill out completely.

Vendor name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Please explain the purpose/need for item(s) requested below:

Catalog #	Item Description	Quantity	Unit Price	Total
			TOTAL:	

Teacher/Staff Signature & Date: _____

Grant Manager/Supervisor Approval & Date: _____

******* DO NOT WRITE BELOW THIS LINE *******

For Central Office Use Only:

- P.O.#
- Procurement Form attached
- Order has been placed
- Funding Source/Grant:
- Strategy #