Procurement Documentation Form
Barre Unified Union School District
120 Ayers Street. Barre VT 05641

Vendor Name: _____**FY 2020-2021**

Description and purpose of the purchase:

_____

_____

Procurement Method (**check one**): *(If the purchase is over $15,000, contact the Business Office to ensure the VT Bid Law is followed.)*

_____ 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)

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

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

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

_____

_____

Vendor Name	Total Cost	Comments
_____	_____	_____

Please attach supporting documentation to this form. (quotes, internet, research, telephone calls, advertisement, email or written request 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)

_____	_____	_____
Signature of individual who completed procurement	Date	Grant/Investment #