

BUUSD Grant Procurement Form

Vendor Selection Process

***This form needs to be completed by the staff member selecting the Vendor.**

For any purchase from Federal funds, the District is required to document certain aspects of the procurement process. One of these aspects is the selection of a vendor. There are always reasons why a certain vendor was chosen, we simply need to document those reasons.

Procurement Procedures Checklist: Check Each Step Below When Completed:

- ___ 1) List the selected Vendor below.
 ___ 2) Within the correct purchase category, check the appropriate boxes pertaining to the selection of the Vendor.

Your signature below verifies that you will gain no personal or financial advantage from the rental of this venue.

- ___ 3) Include backup, such as quotes, to substantiate the reasons for Vendor selection.
 ___ 4) When needed for clarification, include a brief additional explanation at the bottom of the form regarding the choice of Vendor.

VENDOR NAME: _____

This Vendor was selected on **(Date)** _____ due to the following considerations as checked below:

This form is ONLY to be used when paying for a VENUE (meeting room, facility, etc.) Do NOT use this form for SUPPLIES, MATERIALS or EQUIPMENT.

VENUE/SITE/PLACE

	Lowest Price
	Amenities Included in Price (Internet Access, Whiteboard)
	Location/Accessibility
	Availability for Dates Requested
	Refreshments (Cost, Taste, Feedback)
	Contract Awarded Through Bid Process
	Other Considerations:

TO BE COMPLETED BY CENTRAL OFFICE STAFF

Procurement Method Used

- Sealed Bid (over \$15,000)
- Competitive Bid (Up to \$15,000) (2-3)
- Small Purchase (0-\$15,000) *
- Non-Competitive Proposals (Single source) *AoE must approve.*
- Micro Purchase (Less than \$3,500, No further paperwork required but must use multiple vendors over time.)

* Required Cost Comparison

Vendor (1) _____

\$ _____

Vendor (2) _____

\$ _____

Initialed: _____ Date: _____

Signature of Staff Selecting the Vendor

Printed Name of Staff Selecting the Vendor

Date