

SAU 70 – Dresden, Hanover & Norwich School Districts

Procurement Documentation Form

For purchases made with Federal funds

Vendor Name: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Description and purpose of the purchase: \_\_\_\_\_

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

- Micro-Purchase (\$0 - \$3,500)
- Small Purchase (\$0 - \$150,000)
- 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)

(Please Note: If the purchase is over \$15,000, contact the Business Office to ensure all bid laws are followed.)

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

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

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

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

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](http://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 #