



# FEDERAL PROCUREMENT CHECKLIST DIERINGER SCHOOL DISTRICT #343

## FEDERAL PROGRAM:

- 24 – FEDERAL SPED
- 38 – PERKINS
- 51 – TITLE I
- 52 – TITLE II
- 54 – TITLE IV
- 68 – INDIAN ED

## GENERAL INFORMATION

VENDOR NAME:

REQUISITION #: \_\_\_\_\_ PO #: \_\_\_\_\_

PCARD CONFIRMATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## PROCUREMENT (CHECK ONE)

### FURNITURE, EQUIPMENT, SUPPLIES:

- |  |   |
|--|---|
| <input type="checkbox"/> \$0 - \$10,000      | No Action Required (Micro Purchase)         |
| <input type="checkbox"/> \$10,001 - \$74,999 | Minimum 3 Quotes Required (Quotes Attached) |
| <input type="checkbox"/> \$> \$75,000        | Formal Bids Required                        |

### PROFESSIONAL SERVICES

- |   |   |
|---|---|
| <input type="checkbox"/> \$0 - \$10,000             | No Action Required (Micro Purchase)   |
| <input type="checkbox"/> \$10,001 - \$249,999       | Minimum 3 Quotes Required (Quotes Attached)   |
| <input type="checkbox"/> \$> \$250,000              | Formal Bids Required  |
| <input type="checkbox"/> Non-Public Agency per OSPI | No Action Required  |
| <input type="checkbox"/> SES Provider per OSPI      | No Action Required  |
| <input type="checkbox"/> Government Agency/ESD      | No Action Required  |
| <input type="checkbox"/> IEP Placement              | Sole Source Explanation (or attach IEP explanation): _____  |
| <input type="checkbox"/> Sole Source                | Complete Explanation Below: <i>(if not enough space, please attach additional documents as necessary)</i> |

Describe the service/product requested and why it is required: \_\_\_\_\_

Which providers were considered?: \_\_\_\_\_

Rationale for selecting the provider?: \_\_\_\_\_

How was it determined there were no other providers better suited?: \_\_\_\_\_

## SUSPENSION & DEBARMENT

Required for All Vendors: SAM.gov (attach screenshot)

Note: Attach vendor contract, Federal Procurement/Suspension & Debarment Form, quotes (if required) & SAM.gov screenshot to purchase requisition in Skyward.