



# FEDERAL PROCUREMENT CHECKLIST DIERINGER SCHOOL DISTRICT #343

## FEDERAL PROGRAM:

- 24 – FEDERAL SPED
- 38 – PERKINS
- 51 – TITLE I
- 52 – TITLE II
- 54 – TITLE IV
- 64 – TITLE III

## GENERAL INFORMATION

VENDOR NAME:

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

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

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

## PROCUREMENT (CHECK ONE)

### FURNITURE, EQUIPMENT, SUPPLIES:

\$0 - \$40,000

No Action Required (Micro Purchase)

\$40,001 - \$74,999

Minimum 3 Quotes Required (Quotes Attached from different sources)

\$> \$75,000

Formal Bids Required

### PROFESSIONAL SERVICES

\$0 - \$10,000

No Action Required (Micro Purchase)

\$10,001 - \$249,999

Minimum 3 Quotes Required (Quotes Attached)

\$> \$250,000

Formal Bids Required

Non-Public Agency per OSPI

No Action Required

SES Provider per OSPI

No Action Required

Government Agency/ESD

No Action Required

IEP Placement

Sole Source Explanation (or attach IEP explanation): \_\_\_\_\_

Sole Source

Complete Explanation Below: *(if not enough space, please attach additional documents as necessary)*

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.