

**WAKULLA COUNTY SCHOOL DISTRICT
PRE-PROCUREMENT REVIEW FOR
FEDERAL PROGRAMS**

Description of Intended Goods or Services:

Allowability of Costs

By signing below the grant administrator certifies that the intended goods/services are allowable under the terms and restrictions of the Federal grant awarded. If concerns regarding allowability exists, the grant administrator shall contact the Florida Department of Education for specific guidance before proceeding with the intended procurement. Documentation of such correspondence shall be attached to this form.

Conflict of Interest Certification:

By signing below I certify that as the purchasing agent for the intended goods/services, there is no conflict of interest with regards to myself or any immediate family member. Further, I have no financial interest or a tangible personal benefit from the parties related to this purchase and I have not received any unsolicited gifts of a nominal value (i.e exceeding \$50) from any parties related to this purchase. I understand that any willful violation of this certification can result in disciplinary actions up to and including termination from employment.

Purchase Threshold:

Purchase Greater than \$25,000?

Yes: Attach SAM search result indicating no exclusions

UGG Section 200.319 Competition Requirements Adhered To?

Yes:
N/A:

If N/A, provide justification below:

Micropurchase:

Small Purchase:

Sealed Bids/RFP:

If Small Purchase, telephone quotes must be obtained if purchase is between \$3,000 and \$14,999 and written quotes for a purchase between \$15,000 and \$49,999.99. Quotes must be attached.

Contractual Services Exceeding \$10,000?

Yes: Complete and Attach Contractual Services Form

Justification must include the specific SBE Rule 6A-1.012 section used for procurement, a brief explanation as to why this approach best serves the District from an economic and efficiency standpoint, and if applicable, why additional acceptable vendors were not available.

Affirmative Steps Taken in accordance with UGG Section 200.321?

Yes:

Grant Administrator Signature & Date

Chief Financial Officer Signature & Date