

Barre Unified Union School District
120 Ayers Street. Barre VT 05641
Procurement Documentation Form
For purchases made with Federal Funds

Vendor Name:

Brief description of the Purchase:

Reasons for selecting the vendor (**check all that apply**)

- | | | |
|----------------------|----------------------------|------------------------|
| Lowest price | Availability | Accessibility |
| Expertise | Reputation | Continuity of Services |
| Location | Bid process/State contract | Research |
| Grant Requirement | Follow Up Capability | Purchase History |
| Other Considerations | | |

Statement on why this purchase is **Reasonable** and **Necessary**: *(500 or less characters)*

**** Back-up Documentation Required, Please attach to this form ****

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.

Vendor Cost/Price Comparison:

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

Please describe any reasons below, why this vendor was chosen:

Print Name

Sign

Date

FOR OFFICE USE ONLY

Procurement Method (**check one**): *See procurement procedures for additional details on the methods of procurement*

Micro Purchase (\$0-40,000)

Small Purchase (\$40,000-\$250,000) - Compare three vendors

Sealed Bid

Proposal

Non-Competitive Proposal (if selected, indicate reason why below)

Also, **check all that apply**:

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)

If the purchase is over \$40,000 contact the Business Office to ensure the VT Bid Law is followed.

Suspension/Debarment Check: check 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)

The non-Federal Entity takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible in procurement of goods and services. Affirmative steps must include:

- ❖ Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ❖ Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- ❖ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- ❖ Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- ❖ Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- ❖ Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in the above bullets.

Signature of individual who completed procurement

Date

Grant/Investment#