



Purchasing Questionnaire

1. Purchaser's Name: _____ Date: _____
2. Purchaser's Phone Number (internal extension): _____
3. Choose one as it relates to the cost of the purchase:
 - If the total cost is less than or equal to \$12,599, **STOP** this document is not needed.
 - If the total cost is greater than or equal to \$12,600 but less than or equal to \$23,199, skip #4 and complete #5 through #8.
 - If the item being purchased is one of the following exempt items (maps, music, globes, charts, educational films, filmstrips, prepared transparencies and slides, pre-recorded magnetic tapes and disc recordings, textbooks, games, toys, prepared kits, flannel board materials, flash cards, models, projectuals and teacher demonstration devices necessary for school use), a formal bid is not needed. Skip #4 and complete #5 through #8.
 - If the total cost is greater than or equal to \$23,200, reach out to the purchasing agent to determine if a formal bid is needed and complete #4 through #8.
4. If the total cost is greater than or equal to \$23,200, and is purchased from an existing cooperative bid, check the appropriate existing cooperative bid in section #8. Note: The majority of purchases should come from vendors on these bids in order to meet the bidding requirements.
5. Is this purchase with Federal Funds? YES NO
6. Describe the goods and/or services being procured:
7. If applicable, list the three most competitive quotations/proposals solicited and received: Check the box in the selected column of the chosen supplier.

Supplier Name	Total Cost	Selected
1.		
2.		
3.		

8. Check the reason that you chose this supplier/consultant: Supplier was the low total cost. Attach quotes.

Supplier provided the best responsible offer and is not the lowest quote (provide explanation and quotes).

Supplier was selected based on **existing cooperative bid** (select one).

CCIU Bids – The Chester County Intermediate Unit bids (can be found on the CCIU website CCIU.org (The District participates in the % off discount Bid.)

PEPPM Bid – A government agency, serving schools and public agencies. The PEPPM Bid is available to view online at peppm.org

State Contracts and COSTARS - state contracts are bids that were completed by the state and available for use by political subdivisions, such as school districts. These bids are done by state government and not PDE. A full list of state contracts can be found at emarketplace.state.pa.us.

Contract Number: _____

US Communities – a nationally sponsored joint purchasing bid that allows any school district in the U.S. to participate.

Sourcewell – Creates cooperative contract purchasing solutions on behalf of participating public agencies.

NCPA (National Cooperative Purchasing Alliance) -National government purchasing cooperative.

Contract Number: _____

Other cooperative bid not listed above.

Describe

Purchaser Approval: _____

Purchasing Agent Approval: _____

Purchasing agent only: PO# (if applicable): _____