

ACSD

Federal Procurement Documentation Form

For Purchases Made With Federal Funds

(Including IDEA-B, CFP, Title 1, Title IIA, School-wide Programs, Title IV, Homeless, Pre-K Expansion, Child Nutrition)

Vendor Name: _____

Fiscal Year: _____

Description and purpose of the purchase: _____

Procurement Method (check one): *see ACSD Federal Procurement Procedure for additional details on the methods of procurement*

____ Micro-Purchase (\$0 - \$10,000)

____ Small Purchase (\$0 - \$250,000)

____ Sealed Bid

____ Competitive Proposal

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

____ 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 \$15,000, contact the Business Manager to ensure the VT Bid Law is followed.

Reasons for selecting the vendor (check all that apply): *does not apply to micro-purchase method*

____ Lowest Price

____ Availability

____ Accessibility

____ Expertise

____ Reputation

____ Continuity of Services

____ Location (venue)

____ Bid process/State contract

____ Other considerations: _____

Vendor Cost/Price Comparison: *Minimum of 2 required - does not apply to micro-purchase method.*

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

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.

Evidence of Distribution Among Qualified Vendors: *Applies to micro-purchase method*

____ Different Vendor Used for This Type of Purchase Previously and/or

Comments: _____

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)

Signature of individual who completed procurement

Date

Grant/Investment