

SAGINAW ISD PROCUREMENT FORM

Department Information

Department: _____

Date: _____

Employee: _____

Supervisor: _____

Procurement Method

Micro-Purchases – \$3,000 or less: The aggregate dollar amount of supplies and services. Micro-purchases may be awarded without soliciting competitive quotations as long as the price is reasonable.

Small Purchases – \$3,000 - \$23,230: The aggregate dollar amount of supplies or services. An adequate number of price or rate quotations must be obtained with reasoning behind selection (min of 3).

Vendor: _____ Price/Rate: _____ Attachment:

Vendor: _____ Price/Rate: _____ Attachment:

Vendor: _____ Price/Rate: _____ Attachment:

Selection of vendor based on the following: _____

Sealed Bids - Competitive Proposals – \$23,230 or more: Publicly solicited fixed price contract that exceeds State of Michigan Bid Threshold. Awarded to the responsible bidder, conforming to all material terms and conditions of the invitation for bids and is the lowest price. Attach invitation to bid and all received proposals.

Selection of vendor based on the following: _____

Sole Source Proposals – Method to be used only if one or more of the following apply:

Item is available only from a single source (backup support required)

The awarding agency has expressly authorized noncompetitive proposals in response to written request

Competition is inadequate after solicitation of a number of sources

Public exigency or emergency such that the contract award cannot be delayed by the amount of time required to obtain competitive bidding

Suspension and Debarment - For federal funding sources, check selected vendor on the SAM list at www.sam.gov and attach the results printout from website.

Program Director Signature: _____

Date: _____

Finance Office Signature: _____

Date: _____

SAGINAW ISD PROCUREMENT FORM

Instructions

This form is to be completed when any purchase of supplies, equipment, or services exceed the ISD micro-purchase threshold of \$3,000. Indicate which of the procurement method will be used as well as complete necessary information and attach supporting documentation for all vendors considered. Once the form has been completed with required signatures at the bottom, the purchase process can proceed.

Micro-Purchases – Procurement Form not needed for purchases under \$3,000 as long as purchase price is reasonable for similar items.

Small Purchases – \$3,000 - \$10,000: List at least three vendors, price/rate offered, and attach bid documentation received to the Procurement Form. Explain the reasoning behind the selection of vendor including if the bid was not the lowest received.

Small Purchases – \$10,001 - \$23,230: The same process is used as above, however the quotes must be received from the vendor in writing. The reasoning must also be as informative as possible.

Sealed Bids – \$23,230 or more: Awarded to the responsible bidder, conforming to all material terms and conditions of the invitation for bids and is the lowest price. Attach invitation to bid and all received proposals. State the basis for the selection of vendor.

Competitive Proposals – More than one source submitting an offer with a resulting fixed-price or cost-reimbursement contract awarded. Selected source must be determined based on Saginaw ISD's written method for conducting technical evaluations of proposals. Must include the method of evaluating and selecting the proposal.

Sole Source Proposals – Must receive documentation stating the product or service is only available from the specific vendor. If competition is inadequate, a written explanation must be attached to the Procurement form detailing solicitation to other sources and the timeline used. Public exigency or emergency must be documented and attached to Procurement Form in addition to prior communication with the identified Program Director and Finance Office

Suspension and Debarment – Each vendor (**for federal contracts over \$25,000**) is to be searched against the System for Award Management (SAM) list and a copy of the search included in the supporting documentation. (www.sam.gov)