

# VENDOR SELECTION PROCESS

Use this form for purchases under \$15,000. This form does not replace the RFP/Bid Process. **ALL grant funded purchases must use this form and provide appropriate documentation. Submit ALL documentation with reimbursement form and/or invoice(s) for payment.**

## TYPE OF PROCUREMENT (Circle One)

Micro-Purchase (<\$3,500)      Small purchase      Sealed bid      Competitive proposals      Noncompetitive (sole source)      Emergency (rarely used)

**CHOSEN VENDOR NAME:** \_\_\_\_\_

This vendor was selected for (activity/date): \_\_\_\_\_  
for the following reasons:

**VENUE/LEASED SPACE**      Cost for Service:      \$ \_\_\_\_\_

- Lowest Price
- Location/accessibility
- Availability
- Other: \_\_\_\_\_

**PROFESSIONAL DEVELOPER**      Cost for Service:      \$ \_\_\_\_\_

- Lowest Price (must prove- provide 2 other quotes)
- Availability
- Sole Source (must prove)
- Follow up capability
- Expertise **&/or** Reputation
- Resources they can provide **&/or** Continuity of service
- Other \_\_\_\_\_

**EQUIPMENT/PRODUCTS/SUPPLIES**      Cost for Service:      \$ \_\_\_\_\_

- Lowest Price (must prove- provide 2 other quotes)
- Availability
- Sole Source (must prove)
- Contract
- Other \_\_\_\_\_

Attach cost analysis, quotes, or online printouts from other vendors researched.

Disbarment Check Completed?  yes      [www.SAM.gov](http://www.SAM.gov)

Signature \_\_\_\_\_      Date \_\_\_\_\_