



## FEDERAL PROCUREMENT DOCUMENTATION FORM

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 invoices for payment.

<b>Select Type of Procurement</b>	M	Micro Purchase	S	Small Purchase	S B	Sealed Bid	C P	Competitive Proposal	N C	Non-Competitive
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Disbarment Check at <a href="http://www.SAM.gov">www.SAM.gov</a>	Complete	Documentation Attached
Name of Selected Vendor:		
Vendor Selected for (activity/date/reason):		
Reason(s) for Selection (not necessary for Micro Purchases):		
Signature of Person Performing Procurement and Date:		

**Attach EVIDENCE for ALL items in the section corresponding to the type of procurement you selected.**

**[M] Micro Purchase** *The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the Micro-Purchase Threshold as set by the Federal Acquisition Regulation (48 CFR 2.1), currently \$3500.00.*

Amount of purchase does not exceed \$3500	NOTE: Purchases <b>must</b> be distributed equitably among qualified suppliers
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**[S] Small Purchase** *The acquisition of services, supplies, or other property, the aggregate dollar amount of which does not exceed the Simplified Acquisition Threshold as set by the Federal Acquisition Regulation (48 CFR 2.1), currently \$150,000.*

Amount of purchase does not exceed \$15,000 (VT Bid Law)	Two or more prices attached				
How was vendor/cost identified?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Invitation</td> <td style="width: 25%;">Internet Research</td> <td style="width: 25%;">Advertisement</td> <td style="width: 25%;">Other</td> </tr> </table>	Invitation	Internet Research	Advertisement	Other
Invitation	Internet Research	Advertisement	Other		

**[SB] Sealed Bid** *Formal advertising when a complete, adequate, and realistic specification or purchase description is available.*

Solicitation from adequate number of sources #_____	Advertisement Posted	Documentation for rejection of bid(s)
Time Allowed for Potential Vendors to Submit Bids:		
Public Opening Date, Time, and Place:		

**[CP] Competitive Proposal** *Formal advertising when a sealed bid is not appropriate*

Solicitation from adequate number of sources #_____	Publicized with all evaluation factors and their relative importance	Written method for conducting technical evaluations
Selected vendor's proposal is most advantageous to the program, with price and other factors considered		

**[NC] Non-Competitive Proposal** *Procurement through solicitation of a proposal from only one source and may be used when one or more of the following circumstances apply (check all that apply):*

Inadequate competition (after soliciting a number of sources)	Public emergency	Expressly authorized by awarding or pass-through agency	Available from only a single source ( <b>use caution</b> )
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**A purchase order will only be generated upon receipt of this COMPLETED form and ALL required documentation.**