

**Procurement**

**In the**

**Child and Adult Care Food Program**

**(CACFP)**

This booklet is intended to be a guide to purchasing/procurement in the CACFP. The information contained is subject to change as requirements of the program are modified/updated.

Rhode Island Department of Education

Office of Statewide Efficiencies

Child Nutrition Programs

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**Part 1: Background**

Procurement standards and regulations ensure that the best **food, supplies, equipment,** and **other goods** and services are obtained efficiently and at the best prices.

**Procurement Provides:**

* Accountability
* Efficient use of taxpayer dollars
* Reasonable assurance that the ‘best buy’ is obtained

**Ultimately, Sponsors are responsible for following each step in the Procurement Process.**

* The Sponsor is NOT to be guided by vendors’ opinions

 AND

* The vendor cannot be given the sole authority to follow proper procurement

**What are the guiding principles of proper Procurement as established by the USDA?**

* Competition produces the best products at the best price
* Vendors must be both responsive AND responsible
* When all vendors are on equal footing, the best vendor will prevail

**All CACFP Procurements must support “free and open” competition. Competition is considered to be “free and open” when there are:**

* No organizational conflicts of interest
* No unreasonable requirements on vendors
* No practices that foster non-competition
* Honest communications with **all** vendors
* No unnecessary experience or bonding requirements

**All Sponsors are required to maintain written procurement procedures. See Part 4 of this guidance for more information on assessing your organization’s specific needs and Appendix B for a sample procurement policy.**

**Part 2: Types of Procurement**

Micro-purchasing: ≤ $10,000

**Any purchase whose aggregate (total) amount is at or below $10,000 is considered to be a micro-purchase.**

Sponsors using the micro-purchase method of procurement MUST distribute purchases equitably among qualified vendors.

If both of the above qualifications are met, a micro-purchase may be awarded without soliciting any quotes, as long as the prices are considered ‘reasonable’.

**Example:** ABC Day Care purchases food and supply items to support the CACFP on a weekly basis. For the month of December, the Center’s purchases were as follows:

* Week 1 - $500 in food and paper goods from XYZ Food Mart
* Week 2 - $100 in paper goods from Dollar Store and $500 in food from 123 Grocery
* Week 3 - $1,000 in food and paper goods from XYZ Food Mart
* Week 4 - $800 in food from Superstore

**Is ABC Day Care meeting micro-purchasing guidelines?**

* All purchases are below $10,000
* Purchases are spread equitably among qualified vendors
* Purchase prices are considered ‘reasonable’ (to be validated upon review of receipts)

**What documentation must be maintained to support these micro-purchases?**

Just the individual, itemized receipts – no quotes or price shopping required!

Small Purchasing: ≤ $250,000

**Any purchase whose *forecasted value* does not exceed the Federal small purchase threshold of $250,000.**

Sponsors must solicit quotes from at least 3 qualified sources.

\*\*Purchases that meet the micro-purchase threshold of ≤ $10,000 but which are not spread equitably among qualified vendors must be procured using the small purchase method\*\*

**Steps for using the Small Purchase Method:**

* Determine what you want to buy
	+ Develop specifications, shopping lists, etc.
* Obtain verbal or written quotes for services or items
	+ E-mail correspondence, web searches, weekly ads, phone conversations, etc.
* Comparison Shop
	+ Review more than one qualified source
	+ For general purchases categories, like ‘food’, use your organization’s top 10 most-purchased items to develop a cost comparison from vendor to vendor
* Document quotes and price comparisons at least once annually for each purchase category (i.e. food, paper goods, cleaning supplies, etc.)
* Have staff follow a written policy

**Example:** ABC Day Care only spends about $500 per week on food purchases but does not have the staff resources to spread the purchases equitably among qualified sources and would rather shop at only one store on a regular basis, so they must use the small purchase method of procurement rather than the micro-purchase method.

After comparing the projected purchases for the center’s most used items, ABC Day Care has determined that Mary’s Company provides the best pricing overall. A dated comparison chart along with the ads or other methods used to determine pricing must be maintained on file with purchase receipts to support the small purchase method of procurement.

**Refer to the chart on the next page for sample documentation maintained as part of the small purchase method of procurement. A blank copy of this log can be found in Appendix C of this guide**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier Name:** | **Supplier A: Bob’s Company** | **Supplier B: Mary’s Company** | **Supplier C: Pat’s Company** |
| Items to be Purchased:* Product specifications
* Delivery Frequency: one time delivery
* Bid will be honored for: two weeks (sponsor will state time period)
 | Quantity estimated to be purchased | Unit Price | Extended Price (Quantity x Unit Price) | \*BS(✓) | Unit Price | Extended Price (Quantity x Unit Price) | \*BS (✓) | Unit Price | Extended Price (Quantity x Unit Price) | \*BS (✓) |
| 1. Applesauce 6/10 cans
 | 30 | 15.75 | 472.50 | **🞎** | 16.50 | 495.00 | **🞎** | 15.00 | 450.00 | **🞎** |
| 1. Pineapple 6/10 cans
 | 10 | 16.25 | 162.50 | **🞎** | 17.50 | 175.00 | **🞎** | 18.00 | 180.00 | **🞎** |
| 1. Cranberry Sauce 6/10 cans
 | 5 | 25.25 | 126.25 | **🞎** | 21.75 | 108.75 | **🞎** | 23.50 | 117.50 | **🞎** |
| 1. Peaches, Freestone, (Halves) 6/10 cans
 | 30 | 22.25 | 667.50 | **🞎** | 21.50 | 645.00 | **🞎** | 22.75 | 682.50 | **🞎** |
|  **Total:** | $1433.25 | $1423.75 | $1430.00 |
| \*Bidder Selected (BS) | **🞎** | **☑** | **🞎** |
| \*Bidder Selected (BS); sponsor can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). Sponsors need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. The sponsor can state that either option may be used to award the purchase. |
| **Method of contact:** Phone, Fax, Email or In Person | Fax | Phone | In Person |
| **Name of person providing bid:** | Bob | Mary | Pat |
| **Date contacted:** | May 11, 2016; Faxed in bid - Bid sheets attached. | May 12, 2016; Price given per phone. Confirmed in writing and attached. | May 16, 2016; Visited store and obtained prices. Price sheet attached. |
| **Additional Notes:** | Bob said their fresh fruit and vegetables are more competitively priced than canned goods.  | Best overall pricing; Mary stated that they will have a clearance special going on in June.  | Pat said that their delivery costs have gone up recently but that in July they will have a new distributor and pricing. |
| Signature of person completing this form: Sam Anderson | Date: May 20, 2016 |

Large Purchasing > $250,000

**Any purchase or contract value over $250,000 is considered to be a ‘large’ or ‘formal’ purchase.**

Sponsors must have more than one qualified source AND must publically advertise.

|  |  |
| --- | --- |
| **Invitation for Bid (IFB)** | **Request for Proposal (RFP)** |
| Procurement by sealed bids | Procurement by competitive proposals |
| Lowest priced responsive, responsible bidder | Must have established evaluation criteria (score card) |
| Price is the ONLY factor | Contract is awarded to the most advantageous, responsive, and responsible provider (based on submitted proposals) |
| Bids are publicly opened and awarded | Cost must still be the primary factor (highest weighted on the score card) |
| Must have more than one qualified source willing and able to compete | Proposals are received, evaluated, then awarded |
| Can be used for fixed price contracts only  | Used for fixed price or cost reimbursable contracts |
| Can be used to procure a Food Service Management Company (FSMC) in the CACFP | Cannot be used to procure a Food Service Management Company (FSMC) in the CACFP |

Two types of formal purchasing:

**For both types of purchasing the Sponsor must define complete, adequate, and realistic specifications/purchase descriptions.**

**What is a specification?**

* What product do you want to purchase? (ex: milk)
* What specific kind/size of product are you looking for? (ex: 8oz cartons of 1% milk)
* How much do you anticipate purchasing? (ex: 500 cartons per week)
* How often do you need it delivered? (ex. Twice per week delivery)

Remember, the more specific you can be, the fewer surprises you will encounter. In addition to item specifications like the above example for milk, you may also choose to specify things like ‘fresh fruit only’, ‘no juice’, limits on processed food items, etc. You will also want to specify acceptable delivery days and times.

**Be specific in what you want and expect so interested vendors know what to base their prices on. This applies to all methods of procurement!**

**Part 3: Vended Meals Options in CACFP**

A **vended meals contract** is required for those Sponsors who choose to have meals provided, with or without milk, by an outside school or other vendor rather than preparing meals in house.

**Vended meals contracts may be the result of either informal (quotes) or formal (bids) purchasing procedures depending on the projected value of the contract.**

**Price comparison is not required, regardless of contract value, when a Sponsor elects to receive vended meals from a public or private nonprofit school participating in the National School Lunch Program.**

Two types of vended meals contracts:

|  |  |
| --- | --- |
| **Contracting with a School Food Authority (SFA)** | **Contracting with a Food Service Management Company (FSMC)** |
| Competitive bid process is not required | Can be procured informally (small purchase method) for any contract valued at less than $250,000 |
| Parties enter into a written agreement, which can be renewed annually without restriction | Must be procured formally (IFB only) for any contract valued over $250,000 |
| RIDE-provided template must be used for initial contract and all renewals | Regardless of procurement method, price is the primary factor for contract awards |
| Sponsors should still develop written specifications to inform both parties of the expectations | Sponsor must develop clear specifications to ensure that all vendors are responding appropriately based on the same information |
|  | Parties enter into a written agreement, which can be renewed for up to four (4) additional years after the initial contract award before the competitive procurement process must be conducted again |
|  | RIDE-provided template must be used for initial contract and all renewals |

**Part 4: Writing a Procurement Policy: Assessing Your Organization’s Needs**

Federal regulations 2 CFR Part 200 require that all Sponsors of federally funded child nutrition programs maintain two procurement documents: (1) a **written code of conduct** and (2) **procurement procedures**.

**To write an effective procurement policy, Sponsors must determine which procurement situations are applicable to its specific procurement activities.**

Sponsors should use the checklist beginning on the next page to assess their organization’s needs in regards to a procurement policy and written code of conduct.

**Instructions:**

* Determine whether each component in the checklist is applicable to your agency’s specific procurement activities.
* If your agency has an existing written code of conduct and procurement procedures, cross-reference the checklist with your agency’s procurement documents to ensure that all of the applicable components are included. Document where each component is addressed in your policy by noting the page and paragraph number in the appropriate columns of the checklist.
* If your agency does not have a written code of conduct and procurement procedures, refer to the checklist to help your agency develop the required procurement documents. Indicate where each component is addressed in the policies that you develop by noting the page and paragraph number in the appropriate columns of the checklist.
* Remember, not all components may apply to your agency. If you are unsure whether your agency needs to include a component in the required written procurement documents, please contact your agency’s procurement specialist or legal department.
* Agencies must retain their written code of conduct and procurement procedures and have them available upon request by RIDE.

**A sample procurement policy can be found in Appendix B of this guide.**

**Procurement Policies Checklist**

|  |  |
| --- | --- |
| **Code of Conduct Components** | **Is this Applicable to my Agency?** |
| **1. Code of Conduct (2 *CFR*, sections 200.318[c][1] and 400.2):** Develop a code of conduct that addresses conflicts of interest and regulates the actions of employees engaged in the selection, award, and administration of contracts. The code of conduct should ensure that employees, officers, or agents do not participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. The written code of conduct must define a conflict of interest and include disciplinary action for violations. | **Required for all Agencies** |
| **2. Gratuities, Favors, or Gifts (2 *CFR*, sections 200.318[c][1] and 400.2):** Include a prohibition on soliciting or accepting gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Agencies may define a set of standards for situations in which financial interest or gratuity is not substantial or the gift is an unsolicited item of nominal value. If the latter is chosen, include the definition of **nominal value**. | **Required for all Agencies** |
| **3. Organizational Conflicts of Interest (2 *CFR*, Section 200.318[c][2]):** If your agency has a parent, affiliate or subsidiary and your agency is not a state, local government or Indian tribe, include how your agency will manage relationships that may prohibit the ability to be impartial in conducting a procurement action involving a related organization.  | **Yes** | **No** |
| Procurement Procedures Components | **Is this Applicable to my Agency?** |
| **1. Authorization Title Page:** Include the date the procedures are effective, the name, title, and signature of the authorized representative, and the date it is signed. | **Recommended for all Agencies** |
| **2. Surplus Property (2 *CFR*, Section 200.318 [f]):** Identify whether the agency would consider purchasing government surplus property in lieu of purchasing new equipment. If so, include the process for conducting this type of procurement. | **Yes** | **No** |
| **3. Duplication of Goods/Services (2 *CFR*, Section 200.318[d]):** Describe the process used to ensure that there is no acquisition of unnecessary or duplicate goods or services. | **Required for all Agencies** |
| **4. Small and Minority Businesses, Women Business Enterprises, and Labor Surplus Area Firms (2 *CFR*, Section 200.321):** Describe the affirmative process to ensure that minority businesses, women business enterprises, and labor surplus area firms are used when possible. | **Required for all Agencies** |
| 1. **Maintenance of Records (2 CFR, Section 200.318[i]):** Describe the process for ensuring that records are maintained to detail the history of procurement. The records will include, but are not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Records should be maintained for the duration of the contract, including all extensions, plus three years; or longer if required for audits.
 | **Required for all Agencies** |

**Appendix A: Procurement Flow Chart**



**Appendix B: Sample Procurement Policy**

**CHILD NUTRITION PROGRAMS**

**PROCUREMENT PLAN**

This procurement plan will be implemented on Date forward or until amended. All procurements must adhere to free and open competition. Sponsors must retain all documentation for each procurement per regulations.

Sponsor Name:

Print Authorized Representative's Name

Authorized Representative's Signature\* Date

\*By signing this report, I certify to the best of my knowledge and believe that the report is true, complete and accurate and the expenditures, disbursement and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that my false, fictitious, or fraudulent information of the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

**PROCUREMENT PLAN**

The Name of Sponsor will purchase goods, products, and/or services for use in the Child Nutrition Programs (CNP) in compliance with 2 CFR Part 200, program specific regulations (CACFP, NSLP, SFSP, as applicable), and State Law, using the procedures outlined as follows.

The primary purpose of this procurement plan is to assure that open and free competition exists to the maximum extent possible. The procurement processes practiced by the Sponsor must not restrict or eliminate competition. For example, description of goods, products, and/or services to be procured should not contain features that unduly restrict competition. Competition helps assure that goods, products, and/or services will be obtained that best meets your needs. In addition to ensuring free and open competition, this procurement plan is designed to eliminate and avoid acquisition of unnecessary and duplicative items.

An annual review of this plan will be conducted by Title of the Person to assure its relevance to current procedures.

**Procurement Methods**

The methods for procuring goods and services as outlined in this plan must be approved by Title of the Person and/or Title of the Person responsible for purchasing activity. Name of Sponsor shall choose the procurement method most aligned with how goods and/or services are purchased according to the procedures below:

1. **Informal purchase procedures**.

**Micro purchase procedures**. This method applies to the purchase of supplies or services when the aggregate dollar amount does not exceed $10,000. These purchases may be awarded without soliciting competitive quotes if the entity considers the price reasonable and purchases will be spread equitably among qualified vendors.

**Small purchase procedures.** This method applies to purchases of goods, products, and/or services when the aggregate dollar amount is less than $250,000. Quotes from at least three (3) qualified vendors/contractors will be required.

* Written specifications will be developed; the same information needs to be provided to all vendors/contractors. Prices may be found online, in catalogs, sale flyers, newspapers, prices obtained from grocery stores, farmer’s markets, and etc.
* Each vendor/contractor will be contacted and given an opportunity to provide a price quote on the same specifications.
* The Title of Person will be responsible for contacting potential vendors/contractors when price quotes are needed.
* The price quotes are to remain confidential information until the actual purchase has been made.
* Vendors will be awarded by Title of Person. Vendors awarded will be to the lowest and best quote based upon price, quality, and service availability.
* The Title of Person will be responsible for documentation of records to show selection of vendor/contractor, reasons for selection, names of all vendors/contractors contacted, price quotes from each vendor/contractor, and written specifications.

B. **Formal purchase procedures.** This method applies to purchases of supplies or services when the aggregate cost amount is more than either the Federal Simplified Acquisition Threshold of $250,000, or the Sponsor’s Simplified Acquisition Threshold, whichever is more restrictive. Name of Sponsoring Organization uses the (Choose 1) Federal Acquisition Threshold of $250,000 OR the Sponsor’s Simplified Acquisition Threshold of (enter amount). The formal procurement method requires the use of an Invitation for Bid (IFB) or a Request for Proposal (RFP).

* The Title of Person is the Sponsor’s authorized purchaser.
* An announcement of an **Invitation for Bid** ***(IFB) or a Request for Proposal (RFP)*** will be placed in the Newspaper/media, Website, other internet source to publicize the intent of the Sponsor to purchase needed items. The advertisement for bids/proposals or legal notice will be run for Length of Time.
* An advertisement is required for all purchases over the Sponsor’s simplified acquisition threshold of actual amount of the SPONSOR’s simplified acquisition threshold. The announcement (advertisement or legal notice) will contain a general description of items to be purchased, the deadline for submission of sealed IFB’s and RFP’s and the address where complete specifications and other procurement documents may be obtained.
* Each vendor/contractor will be given an opportunity to bid on the same specifications.
* The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
* The Title of Person will be responsible for securing all IFB or RFP.
* The Title of Person will be responsible to ensure all Sponsor procurements are conducted in compliance with applicable Federal regulations, State General Statutes or policies of the Sponsor. The federal regulations outlined in 2 CFR 200 as well as any program specific regulations will be followed to ensure that all required processes and contract provisions are included as part of this procurement.
* In awarding a competitive negotiation (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.
* The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and best meets the needs of the Sponsor, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
* The Title of Person will be responsible for maintaining all documentation of the procurement process.

C. **Sole source.** If items are available only from a single source (aka Sole Source) when *the award of a contract is not feasible under simplified acquisition purchase, IFB or RFP* Non-competitive Negotiation procedures will be used:

* Written specifications will be prepared and provided to the vendor/contractor.
* The Title of Person will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review. The record of non-competitive purchases shall include, at a minimum, the following:

a. Item name

b. Dollar amount

c. Vendor/contractor, and

d. Reason for non-competitive procurement

* The Title of Person will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.

D. **Emergency purchases.** If it is necessary to make an emergency procurement to continue service, the purchase shall be made, and a log of all such purchases shall be maintained by the Title of Person. All emergency procurements shall be approved by the Title of Person. At a minimum, the following emergency procurement procedures shall be documented:

a. Item name

b. Dollar amount

c. Vendor/contractor, and

d. Reason for emergency

E. **School Food Authority (SFA) purchases.** Name of Sponsor may enter into a written agreement with an existing School Food Authority (SFA) to provide vended meals, when possible. Under this method of procurement a competitive bid process is not required, however, the parties must enter into a formal agreement that has been approved by RIDE and this agreement must be renewed annually.

Based on the above purchasing methods, Sponsor name plans to conduct the following procurements:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Products and/or Services | Sources of Purchases | Frequency/Duration | Purchasing Procedures (micro-purchase, small purchase, formal) | Contract Management |
| **Who Receives and Confirms Products as Ordered; Notes Exceptions** | **Who confirms Products & Prices, Adjusts for Exceptions, Enters into Payment System** |
| *Examples* | *Vended Meals (lunch)* | *ABC Catering* | *Annual* | *Small Purchase* | *Cook, Director* | *Director* |
| *Bulk food items, supplies* | *ABC Wholesale Foods* | *Bi-weekly* | *Small Purchase* | *Director, Cook*  | *Director* |
| *Fresh Product, Infant Foods* | *Dollar Store, XYZ Mart, ABC Grocery* | *Weekly* | *Micro-Purchase* | *Cook, assistant Cook* | *Business Manager* |
|  |  |  |  |  |  |
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**Small/Minority Businesses & Women Owned Businesses**

The following steps will be taken when conducting purchasing activities supported by Child Nutrition Program Funds:

* Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
* Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
* Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
* Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
* Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
* Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

**Conflicts of Interest**

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition Program Funds.

* No employee, officer or agent of Sponsor name shall participate in the selection, award or administration of a contract supported by program funds if a conflict of interest, real or apparent, is present.
* Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

a. The employee, officer or agent;

b. Any member of the immediate family;

c. His or her partner, spouse or significant other;

d. An organization which employs or is about to employ one of the above;

* Conflicts of interest can also arise when a transaction is less-than-arms-length. A less-than-arms-length transaction is one party’s ability to control or influence the other party to the transaction. A less-than-arms-length transaction occurs:
1. When a transaction is conducted between related parties, meaning that the integrity of the transaction could be compromised;
2. When one party to the transaction is able to control or influence the actions of the other party.

Examples could include:

1. Hiring the CEO’s brother as a janitor.

2. Purchasing goods or services from a business owned by an officer, employee, or relative of the Sponsor’s entity.

3. Agreement for computer maintenance between a business and person(s) who are related to the Sponsor’s employees or board members.

**Code of Conduct**

* The Sponsor, employees, officers oragents must not solicit gifts, travel packages, gratuities, favors or other incentives from prospective vendors/contractors
* The Sponsor must set standards when financial interest is not substantial or the gift is an unsolicited item of nominal value and may be acceptable.
* Penalties for violation of the code of conduct of Sponsor name will be the following actions: (list appropriate actions for your organization).

a.

b.

c.

All procurement activities engaged in by the agency, using federal funds to support the agency’s child nutrition program will be subject and adhere to the procurement procedures as outlined in this plan.

**Appendix C: Small Purchase Procurement Log**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier Name:** | **Supplier A:** | **Supplier B:**  | **Supplier C:**  |
| Items to be Purchased:* Product specifications
* Delivery Frequency: one time delivery
* Bid will be honored for: two weeks (sponsor will state time period)
 | Quantity estimated to be purchased | Unit Price | Extended Price (Quantity x Unit Price) | \*BS(✓) | Unit Price | Extended Price (Quantity x Unit Price) | \*BS (✓) | Unit Price | Extended Price (Quantity x Unit Price) | \*BS (✓) |
|  |  |  |  | **🞎** |  |  | **🞎** |  |  | **🞎** |
|  |  |  |  | **🞎** |  |  | **🞎** |  |  | **🞎** |
|  |  |  |  | **🞎** |  |  | **🞎** |  |  | **🞎** |
|  |  |  |  | **🞎** |  |  | **🞎** |  |  | **🞎** |
|  **Total:** |  |  |  |
| \*Bidder Selected (BS) | **🞎** | **🞎** | **🞎** |
| \*Bidder Selected (BS); sponsor can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). Sponsors need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. The sponsor can state that either option may be used to award the purchase. |
| **Method of contact:** Phone, Fax, Email or In Person |  |  |  |
| **Name of person providing bid:** |  |  |  |
| **Date contacted:** |  |  |  |
| **Additional Notes:** |  |  |  |
| Signature of person completing this form:  | Date:  |

**Small Purchase Log**

|  |
| --- |
| **Name of Bidder Selected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Bidder selected was notified on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Method of Notification: 🞎 Email 🞎 Fax 🞎 Mail 🞎 In Person 🞎 Phone** |