



## Federal Procurement Form

This form applies to all purchases that will be paid using federal funds. This form will document the rationale for selection of the vendor and ensure that all procurements are transacted in a manner that provides full and open competition. For additional information see Board Policy 6220.

**For District purposes, this will apply to all purchases of \$10,000 or more.**  
*This form must be filled out before the purchase is made or the contract is signed.*

### Part I: Summary of Federal Expenditure

*Description of product or services to be provided:*

---

---

---

---

**Estimated Dollar Amount Of Purchase** \_\_\_\_\_

**Account Code For Purchase** \_\_\_\_\_

*Primary Federal Programs Involved – 24, 38, 51, 52, 53 & 64*

**Suspension/debarment search completed and documentation attached.** \_\_\_\_\_

Search records here: <https://www.sam.gov/portal/SAM/>

### Part II: Selection Process

*Procurement Method Used When Selecting Vendor:*

- Formal Bid Process
  - over **\$250,000 for purchased/contractor services** \_\_\_\_\_
  - over **\$75,000 for furniture, equipment or other supplies** \_\_\_\_\_
- Quotes - Minimum of 3 – Over **\$10,000** \_\_\_\_\_
- Declaration of “sole source” where competition does not exist \_\_\_\_\_

Attach record of quotes obtained (minimum of 3) or formal bid documentation. This can include bids done by another entity as part of a co-op or interlocal agreement.

For “sole source” purchases, document steps taken to ensure no other vendors were available to compete.

***Sole Source Criteria***

- Sole provider of a licensed or patented good or service.
- Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services.
- Sole provider of goods or services for which the district has established a standard.
- Sole provider of factory authorized warranty services.
- Sole provider of goods or services that will meet the specialized needs of the district of perform an intended function. Provide additional details below or attach.
  - Describe specific problem or need, including unique qualifications or expertise needed to meet district needs.
  - Explain efforts taken to fulfill the services within the district.
  - Make note of any special circumstances, such as copyright restrictions or confidential issues.
  - Provide proof or reasonableness of cost, such as basis for price and comparison information.
  - If geographical limitations contributed to decision, provide rationale for limiting area.

***Additional Documentation to Support Sole Source:***

---

---

---

---

---

---

---

---

**Vendor Selected:** \_\_\_\_\_

---

**Program Director** **date**

---

**Director of Finance and Operations** **date**

---

**Superintendent** **date**