

School Name:

Procurement Record Date:

Procurement Description:

A. Procurement Method Rationale: Check appropriate boxes-those checks will define the rationale for method to be used. There is no Method 4 because it's not an appropriate method for the CSP Grant Project.

Method 1: Micro-Purchases (check as appropriate)	✓ Method 2: Small Purchases Procedures (check as appropriate)	✓ Method 3: Competitive Proposals (check as appropriate)	✓ Method 5: Non-Competitive Proposals/Sole Source (check as appropriate)	✓
Procurement of \$3,000 or less in the aggregate	A procurement between \$3,001 and \$150,000	<ul style="list-style-type: none"> • A procurement in excess of the small purchase threshold (more than \$150,000) 	Methods 1,2, or 3 are infeasible because (circle one or more below): <ul style="list-style-type: none"> • The item or service was only available from a single source; • A public emergency or condition requiring urgency existed which did not permit the use of competitive procurement; • Competition was determined to be inadequate after receiving proposals from numerous sources. • MDE expressly authorized the noncompetitive procurement in response to a request from the CSP grantee. 	
Purchases made by use of board adopted pre-qualified vendors' list.	A procurement not inappropriately broken up into smaller components solely to qualify for the less complicated micro- purchases approach.	A procurement not inappropriately broken up into smaller components solely to qualify for the less complicated procedures followed under the "small purchases" approach.		
	Proposals must be solicited from an adequate number of qualified sources (three to five) consistent with the nature and requirements of the procurement			
	Competition is sought through			

	written price quotations				
	For procurement of goods, catalogs or price lists may also be used				

B. Receipt of Adequate Number of Price or Rate Quotations from Qualified Sources

(Either be prepared to show a copy of pre-qualified vendors' list for Method 1 (Micro-Purchases) or

Complete following table and **attach price/quote copies for documentation** of Method 2 (Small Purchases) or Method 4 (Non-Competitive)

Vendor Name and Address	Date Price/Quote Received	Price/Quote Type (check appropriate box)	
		Written proposal	
		Internet	
		Catalog	
		Written proposal	
		Internet	
		Catalog	
		Written proposal	
		Internet	
		Catalog	

C. Rationale for selecting/rejecting contractor AND

D. Basis for the cost or price

(Either be prepared to show a copy of pre-qualified vendors' list for Method 1 (Micro-Purchases) or

Complete following table for documentation of Method 2 (Small Purchases) or Method 4 (Non-Competitive)

Indicate Vendor Name and whether Selected or Rejected	Price/Quote Received	Responsive to request		Lowest Price	Noncompetitive-only vendor	Other
		Request Item #1				
		Request Item #2				
		Request Item #3				
		Request Item #1				
		Request Item #2				
		Request Item #3				
		Request Item #1				
		Request Item #2				

		Request Item #3				
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E. Rationale for selecting the type of contract: (For instance, board policy on type of financial document to be used for this amount)

F. Justification for lack of competition when competitive bids or offers are not obtained.

Most Responsive Vendor is not suspended or debarred or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 The EPLS database located at <https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS> is a Federal government system maintained by GSA as required by FAR Subpart 9.4 and Executive Orders 12549 and 12689. Attach print copy to show website checked.

Vendor Selected: