

(Name of SFA)

### COST ANALYSIS PROCUREMENT FORM

*Please complete all sections 1 through 4 if applicable.*

**1. Procurement Method (Check one):**

\_\_\_\_\_ **Micro Purchase:** Up to [enter SFA micro purchase threshold \$ amount].

\_\_\_\_\_ **Small Purchase:** Any purchase above Micro Purchase threshold up to [enter SFA small purchase threshold \$ amount] must include at least 2 quotes from different vendors (attach copies).

*If purchase is over \$40,000, please contact the Business Office to ensure the VT Bid Law is followed.*

\_\_\_\_\_ **Non-competitive:** Indicate reason why.

*If purchase is over \$40,000, please contact the Business Office to ensure the VT Bid Law is followed.*

\_\_\_ The goods/services are only available from a single source.

\_\_\_ Public emergency

\_\_\_ The Vermont AOE expressly authorized noncompetitive proposal in response to a **written** request.

\_\_\_ After solicitation of a number of sources, competition is determined inadequate.

\_\_\_\_\_ **Sealed Bid** (State law requires for some purchases over \$40,000)

*If purchase is over \$40,000, please contact the Business Office to ensure the VT Bid Law is followed.*

\_\_\_\_\_ **Proposal**

*If purchase is over \$40,000\*, please contact the Business Office to ensure the VT Bid Law is followed.*

*Note: For child nutrition non-food purchases, the VT Bid law starts at \$25,000.*

**2. Vendor Cost/Price Comparison (does not apply to micro-purchase method):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Reasons for Vendor Selection:** Required for all purchases.

\_\_\_\_\_ **was selected for the following reason (mark all that apply):**

Name of Vendor Selected	_____	_____
Lowest Price	_____	_____
Location (venue)	_____	_____
Expertise	_____	_____
Follow Up Capability	_____	_____
Continuity of Service	_____	_____

**4. Check SAM.GOV** to be sure vendor has not been suspended/debarred from receiving federal funds.

Required for all purchases. Attach print out and initial here: \_\_\_\_\_

\_\_\_\_\_  
Signature of individual who completed procurement.

\_\_\_\_\_  
Date