**Small Purchase Template AND EVALUATION MATRIX**

**(Purchases costing less than $250,000 or lower local purchasing threshold. If different: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor (Bidder) Name:** |  |  |  |
| **Name of person providing bid:** |  |  |  |
| **Vendor Contact Information - Address:** |  |  |  |
| **Phone Number:** |  |  |  |
| **Email:** |  |  |  |
| **Website:** |  |  |  |
| **Method of contact:**  | **Email/Fax/Mail/In person/Phone** | **Email/Fax/Mail/In person/Phone** | **Email/Fax/Mail/In person/Phone** |
| **Date vendor provided bid:** | **\_\_\_\_ / \_\_\_\_ / \_\_\_\_** | **\_\_\_\_ / \_\_\_\_ / \_\_\_\_** | **\_\_\_\_ / \_\_\_\_ / \_\_\_\_** |
| **Bid Requirements:*** Delivery Frequency: \_\_\_\_\_\_\_\_\_\_
* Bid pricing must be good for: \_\_\_\_\_\_\_\_

(Number of day(s)/week(s)/month(s)) (school will state period of time)* Attached Terms and Conditions
 | Quantity To Be Ordered | Unit Price | Extended Price (Quantity x Unit Price) | Unit Price | Extended Price (Quantity x Unit Price) | Unit Price | Extended Price (Quantity x Unit Price) |
| 1. Product Name: (Specifications Attached) |  |  |  |  |  |  |  |
| 2. Product Name: (Specifications Attached) |  |  |  |  |  |  |  |
| 3. Product Name: (Specifications Attached) |  |  |  |  |  |  |  |
| 4. Product Name: (Specifications Attached) |  |  |  |  |  |  |  |
| **Total Bid:** | $ | $ | $ |
| Lowest Vendor Bid (Check Box)\*If lowest bid is not selected provided justification in the Additional Notes section. | 🞎 | 🞎 | 🞎 |
| **Vendor selected was notified on**: If notification was in writing attach document to this form for school procurement records. |  |  |  |
| **Method of notification to winning vendor**: | **Email/Fax/Mail/In person/Phone** | **Email/Fax/Mail/In person/Phone** | **Email/Fax/Mail/In person/Phone** |
| **Additional Notes:** |  |  |  |
| Name of person completing this form: | Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_** |

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| **Example of Micro-purchase Tracking Log** |
| **Name of SFA:** |
| **School Year:**  |
| **Micro-purchasing Category:** (Examples: Local products, Farm 2 School, FFVP, office supplies, fresh fruits & vegetables, beef, chicken, and others) |
| **All purchases (transactions) using the Micro-purchase method must be less than $10,000 or lower of local threshold: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** **All purchase prices must be reasonable and should be spread equitably among vendors.**  |
| **Vendor Names:**  |  |  |  |  |
| **Cycle One** | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: |
| **Cycle Two** | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: |
| **Cycle Three** | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: |
| **Cycle Four** | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: |
| **Cycle Five** | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: | **Micro-purchase Information**Date: **\_\_\_\_ / \_\_\_\_ / \_\_\_\_**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_Product(s) Purchased: |
| **Total Spend with each Vendor:**  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Was total spend with all vendors spread-out equitably? Yes or No.If not, adjust future micro-purchase to ensure purchases are spread fairly across all vendors. |
| **Note**: Spend across all vendors will never be exact, but SFA should make the attempt. Other conditions play a role in fairly spreading purchases across all vendors such as “reasonable price”. Reasonable price must always be considered when making a micro-purchase. The SFA will determine if the price is considered reasonable.  |