

How do I complete the Procurement Documentation?

1. Check for vendor suspension or debarment at [www.sam.gov](http://www.sam.gov). You will need to create a login. Instructions on how to search will be provided. If the vendor is listed as suspended or debarred, you cannot place an order with them. Print or save the search results on your computer to attach to the procurement form. Initial on the procurement form that you followed this process.
- 2.
3. Complete the Procurement Form (Page 1 & 2) in its entirety. If you are unsure which Grant or Investment, please reach out to the Business Administrator or Superintendent. On Page 2 the following instructions apply:

Procurement Method: Check One \_\_\_ Micro Purchase (purchases up to \$40,000 that don't require VT Bid Law), \_\_\_ Small Purchase (purchases between \$40,000-\$250,000) VT Bid Law may apply, \_\_\_ Non-Competitive (indicate reason why) \_\_\_ Sealed Bid or \_\_\_ Proposal

You will generally choose Micro Purchase. If you are unsure which to choose or if VT Bid Law does apply, contact the ENSU Office.

Vendor Cost/Price Comparison: (must provide at least 2 quotes from 2 separate vendors) **Does not apply to micro-purchase.**

Reasons for Vendor Selection: Required regardless of Procurement Method Selected, Write name of the vendor you will be purchasing from and check off the reasons for choosing that vendor.

Check Sam.gov (attach the print out you received in Step 1 and initial on the line where indicated).

Sign and Date the bottom of the form.

Attach the documentation to the purchase req in iVisions under Manage Documents OR email directly to the Business Administrator.

Procurement is required for all Federal Grants (a short list of Federal Grants is Perkins, ESSER 2, ARP ESSER 3, Title I, SWP, Title II, Title IV, Child Nutrition, IDEA-B, IDEA- Pre K, GEER)

Failure to provide procurement when the requisition is entered will result in the delay of approving the requisition and placement of the order.