

PROCUREMENT REVIEW WORKSHEET

Procurement No. _____

Goods/services procured: _____

Board approval received: N/A Yes Date: _____

Provider determined to be: Vendor Sub-Recipient

1. Method of procurement:

- Informal bid
- Formal bid
- Non-Competitive (Sole Source)

2. Reasons for selection of procurement method:

3. Was an Independent Cost Estimate completed? Yes No

Basis used in estimate: _____

4. Which of the following were solicited?

- Review of vendor catalogues
- Verbal quotes
- Written bids
- Proposals

5. How were quotes/bids/proposals solicited?

- Telephone inquiries
 - Newspaper advertisements
 - Other, please identify: _____
- _____

6. Was a Price Analysis conducted? Yes No

If **No**, give reason: _____

7. Was a Cost Analysis conducted? Yes No

If **No**, give reason: _____

8. Rationale supporting award: _____

9. If procurement was cancelled give date and reason for cancellation. Date: _____

Reason for cancellation: _____

Signature: _____ Date: _____