

USE THIS FORM FOR ALL PURCHASES OF \$1,000 or more Procurement Process Addendum Crosslake Community School Revised 8-4-2021 Procurement Record Date: _____

Procurement Description:

A. Procurement Method Rationale: *Check appropriate boxes-those checks will define the rationale for method to be used.*

Method 1: Micro-Purchases (check as appropriate)	✓ Method 2: Small Purchases Procedures (check as appropriate)	✓ Method 3: Competitive Proposals (check as appropriate)	✓ Method 4: Non-Competitive Proposals/Sole Source (check as appropriate)	✓
A Procurement up to \$10,000 in the aggregate	A procurement between \$10,001 and \$100,000	A procurement in excess of the small purchase threshold (more than \$100,000)	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, quote required over \$10,000; • A public emergency or condition requiring urgency existed which did not permit the use of competitive procurement; <ul style="list-style-type: none"> • 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. 	
Method 1: Micro-Purchases (check as appropriate)	✓ Method 2: Small Purchases Procedures (check as appropriate)	✓ Method 3: Competitive Proposals (check as appropriate)	✓ Method 4: Non-Competitive Proposals/Sole Source (check as appropriate)	

<p>Purchases made by use of board adopted pre-qualified vendors' list.</p>	<p>A procurement not inappropriately broken up into smaller components solely to qualify for the less complicated micro-purchases approach.</p>	<p>A procurement not inappropriately broken up into smaller components solely to qualify for the less complicated procedures followed under the "small purchases" approach.</p>	<p>Co-op Agreements</p>
	<p>Finance Committee approval if procurement is more than \$5,000</p>	<p>Finance Committee approval if procurement is more than \$10,000 excluding procurements for</p>	<p>Possibly Negotiated pricing</p>

Procurement Process Addendum - 1

		or is not within a budgeted parameter		Assessment, Curriculum and Instruction budgets			
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	Proposals must be solicited from an adequate number of qualified sources (three to five) consistent with the nature and requirements of the procurement	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	Competition is sought through written price quotations		
	For procurement of goods, catalogs or price lists may also be used	Quote from company		
		Possible Negotiations		
		Board discussion and approval to move forward		

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

Directions: For Method 1 (micro-purchases) - use pre-qualified vendors' list or have Office Manager approval of a company. Complete following table and **attach price/quote copies for documentation** of Method 2 (Small Purchases), Method 3 (Competitive Proposals) or Method 4 (Non-Competitive)

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

		Vendor Website	
		Written proposal	
		Vendor Website	

C.Rationale for selecting/rejecting contractor for Method #1 (Micro-Purchases)

Procurement Process Addendum - 2

Rationale:

Procurement Process Addendum - 3

D. Basis for the cost or price

Complete following table for documentation of Method 2 (Small Purchases) or Method 4 (Non-Competitive), not required for Method 1 (Micro-Purchases) or Method 3 (Competitive Proposals)

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				

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

F. Method 4: Justification for Non-Competitive Proposals/Sole Source.

Vendor Selected: _____

Person Who Completed this form: _____

Date: _____