

- ☐ School Nutrition Programs
- ☐ Summer Food Service Program
- ☐ Child and Adult Care Food Program

## INFORMAL PROCUREMENT "QUOTES" LOG AND EVALUATION MATRIX

(Purchases of goods and non-professional services costing more than \$10,000 and less than \$100,000  
and professional services costing more than \$10,000 and less than \$150,000)

I.	Supplier Name:	Bidder 1:			Bidder 2:			Bidder 3:			
<b>II. Items to be Purchased:</b>		Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
(a) Delivery Frequency: _____											
(b) Bid will be honored for: _____											
(c) Special Requirements/Specifications (i.e. delivery): _____											
_____											
<b>III. Product name &amp; specification:</b>					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
<b>Total:</b>			\$			\$			\$		
*Bidder Selected (BS)				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
*Bidder Selected (BS); school can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). School need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Schools can state that either option may be used by the school to award the purchase.											
<b>IV. Method of contact:</b> Email/Fax/Mail/In person/Phone											
<b>V. Name of person quoting pricing:</b>											
<b>VI. Date contacted:</b>											
<b>VII. Additional Notes:</b>											
<b>VIII. Signature and title of person completing this form:</b>									<b>IX. Date:</b>		
<b>X. (a) Name of bidder selected:</b> _____ <b>(b) Bidder selected was notified on:</b> _____ (If notification was in writing attach document to the procurement log/evaluation matrix) <b>(c) Method of notification:</b> _____ (Email/Fax/Mail/In person/Phone)											

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(Purchases of goods and non-professional services costing more than \$10,000 and less than \$100,000 and professional services costing more than \$10,000 and less than \$150,000)

### **INSTRUCTIONS FOR COMPLETION**

- I. Determine the vendors/suppliers to contact. If you plan to contact more than 3 vendors, use a second form.
- II. Enter Item(s) to be purchased.
  - (a) What item(s) are you purchasing?
  - (b) How long do you need the quoted price to be honored?
  - (c) Are there any special requirements? (Example: need delivered to individual schools etc.)
- III. Product name and specification. Be sure that each vendor contacted is quoting the exact same product (i.e. red delicious apple, 113 count).
  - Enter the quantity you need.
  - Enter the vendor's quote per unit.
  - Enter the extended price (price quoted x quantity purchasing).
  - Repeat the same process for the second and third vendor contacted.
  - Once you have obtained 3 quotes, review and select the bidder that can provide the product specifications at the lowest price. Put a check mark next to the bidder selected (\*BS v)
- IV. Enter the method of contact used for each vendor (phone, fax, email).
- V. Enter the name of the person who quoted the price.
- VI. Enter the date the vendor was contacted.
- VII. Add any additional notes that may be pertinent.
- VIII. Signature and Title of the person who completed the form.
- IX. Date of signature.
- X.
  - (a) Enter name of vendor/bidder selected.
  - (b) Enter date selected vendor/bidder was notified.
  - (c) Enter method of notification.

Form Revised 2/13/2023 MAS