

Instructions on Completing the Procurement Log for Purchases Less than \$20,488 (public organization sponsors)/\$100,000 (private non-profit organization sponsors)

All purchases made with Federal funds must comply with procurement requirements. The need to use formal or informal competitive procedures is determined by the aggregate value of the procurement and whether the sponsoring organization is a public or private entity.

Formal Procedures - If you will purchase any item or service where the aggregate cost exceeds \$20,488 for a public organization sponsor or \$100,000 for a private non-profit organization sponsor, then you must use formal competitive procedures. This involves developing an invitation for bid/contract, formally advertising for bids (through news media), accepting sealed bids, etc.

Informal Procedures - The informal procedure is to be used when the purchase of goods and/or services from a supplier (wholesaler, retailer) has an annual total aggregate value of less than \$20,488 for a public organization sponsor or \$100,000 for a private non-profit organization sponsor. The sponsor must contact at least three known suppliers of the goods and/or services needed and obtain competitive price quotations. The negotiation of prices and terms with one or more of the suppliers contacted is permitted. All information and prices discussed, whether by telephone or in writing, should be documented in your files. Sponsors must ensure that all suppliers receive the same information about the goods and/or services required. It is illegal for the sponsor to break a purchase into smaller invoices in order to bring each individual purchase under the \$20,488/\$100,000 threshold. Procurement records must be kept for three years.

On the first page of this document is a "Procurement Log For Informal Procurement Procedures" for this purpose or as a guide to developing your own form. Below is a sample of how it can be used.

Items to be purchased	Quantity Expected to Buy	Vendor #1: HPS		Vendor #2: Gordon		Vendor #3: Meijer	
		Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)
Peaches	25 cs	\$20.19	\$504.75	\$18.87	\$471.75	\$22.40	\$560.00
Pears	10 cs	\$20.94	\$209.40	\$23.01	\$230.10	\$23.26	\$232.60
Sugar 10 lb	15 bags	\$15.98	\$239.70	\$18.03	\$270.45	\$14.89	\$223.35
Bottom Line Total			\$953.85		\$972.30		\$1,015.95
Vendor Selected		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Date and Method of Contact		May 8 Faxed in price quotes (see attached)		May 11 Price given per phone. Will confirm in writing		May 11 Visited store and got prices. (See attached)	
Additional Notes:		Best price but will need to drive 15 miles to pick up product. Estimate that this will raise costs by 10%, making this a more costly alternative than vendor #2		Slightly higher price, but 5 minute drive from site.			

Although this example only compares 3 items, we expect sponsors to use this form to compare all the major items they plan to purchase in a product group.