

Procurement History/Summary/Memorandum

Date: _____ Completed By: _____

Reason for Procurement

Method of Procurement

Micro Purchase
Small Purchase
Sole Source
Proposals – RFP

Contract Type

Fixed Price
Firm Fixed Unit Price
Cost Plus Fixed Fee
Time and Materials
IDIQ

Rationale for Method of Procurement

Rationale for Contract Type

Basis for Contract Price

Lowest Responsive, Responsible Bid:
Evaluation Top Ranked Proposal:
Negotiated Price (CCNA):
Other:

Price/Cost Analysis Required

If Applicable, documentation shall be filed in digital procurement file

Rationale for Contractor Selection

Summary of Responsibility and Responsiveness Checks:

Award

Date of Contract Award: _____

Responsibility Determination Checklist

Purchase Order/Solicitation #:	
Vendor:	
Date:	

For each of the areas described below, check that the appropriate research has been accomplished and provide a short description of the research and the results.

		Acceptable		Comments
		Yes	No	
1.	Appropriate financial, equipment, facility, and personnel			
2.	Ability to meet the delivery schedule			
3.	Satisfactory period of performance			
4.	Satisfactory record of integrity, not on debarred or suspended listings			
5.	Receipt of all necessary data from Vendor			

It has been determined that the Vendor possesses the ability, willingness, and integrity to perform/deliver successfully under the terms and conditions of the solicitation/contract.