

PROCUREMENT SUMMARY

A. CONTRACT INFORMATION

Contract Number:	Change No.	Department Name
Solicitation Number:		Supplier Name & Address:
Purchase Estimate/Requisition Number:		
Transaction Description:		

B. TOTAL PRICE SUMMARY (See attached Spreadsheet)

Proposed Price	Evaluated Bid Price	Contract Amount
\$.00	\$.00	\$.00

C. PRICE OR COST ANALYSIS

1. ☐ **Adequate Price Competition** (at least two responsible bidders submitting independent responsive bids)
Was the award made to the lowest evaluated price? ☐ Yes ☐ No
2. ☐ **Established Catalog/Market Price** of commercial item sold in substantial quantities to the general public

Name of Catalog/Publication
Page No.
Date:
3. ☐ **Price Set By Law or Regulation** (Explain any price differences in Section F)
4. ☐ **Historical Comparison** with same/similar item whose price was established on a previous buy through:

☐ adequate price competition

Historical Contract/Order Number
Award Date

☐ cost analysis

Historical Quantity / Unit Price
Current Quantity / Unit Price

☐ catalog/market price
5. ☐ **In-House Estimate** (Provide basis of estimate in Section F)
6. ☐ **Cost Estimating Relationships (CERs)** (yardstick/parametric) (Explain in Section F)
7. ☐ **Value Analysis** (Explain analysis in Section F)
8. ☐ **Visual Analysis** (Explain analysis in Section F)

☐ Review of available drawings, specifications, etc by: _____

Name/Date
9. ☐ **Cost Analysis** (Use Section F for narrative & attach spreadsheet)

Based on the information contained herein, the awarded price on this Procurement Transaction is:

Fair and reasonable ☐ Best obtainable ☐ or "Other" (See Section F) ☐

Signature of Buyer

Date

D. SUPPLIER SELECTION

1. Solicitation Type: ☐ IFB ☐ RFP ☐ Price Request ☐ Phone Quote ☐ RFQ
☐ Other: _____

2. Supplier Outreach: Contract Register ☐
Partial Mail List ☐
NCB ☐
SCR ☐
Std. 821 ☐
Request for Interest ☐
Number of Suppliers: _____
Number of Suppliers: _____
Approval Date: _____
Approval Date: _____
Approval Date: _____
Number of RFIs sent: _____
Responses to RFI: _____

3. Solicitation Amendment(s): ☐ No ☐ Yes Number of Amendments: _____

4. Number of Responding Bidders: _____ Number of Certified Small Business Bidders Responding: _____

5. See Attached Spreadsheet for Names of Responding Bidders: ☐
Or List Responding Bidders: _____

6. Lower Priced Bidders Rejected (For evaluation on low price/cost only)?
☐ No ☐ Yes How Many? _____ (If yes, see attached rejection form for detail)

7. Were Preferences Applied to Bidders?

SMALL BUSINESS PREFERENCE

If yes, was award result of application of the preference?

TARGET AREA CONTRACT PREFERENCE ACT (TACPA)

If yes, was award result of application of the preference?

ENTERPRISE ZONE ACT PREFERENCE (EZA)

If yes, was award result of application of the preference?

OTHER (Explain in Section F)

If yes, was award result of application of the preference?

☐	Yes	☐	No	
☐	Yes	☐	No	
☐	Yes	☐	No	☐ N/A
☐	Yes	☐	No	
☐	Yes	☐	No	☐ N/A
☐	Yes	☐	No	
☐	Yes	☐	No	☐ N/A
☐	Yes	☐	No	

8. Did the selected bidder propose any DVBE participation?
If yes, was award result of application of the DVBE incentive?

☐	Yes	☐	No	☐ N/A
☐	Yes	☐	No	

9. ☐ Certifications and eligibility were verified with Office of Small Business and DVBE Services

Name Date (and/or) Date of database screen print

10. Purchase Estimate Amount: \$.00

11. If contract amount exceeds Purchase Estimate amount, has originating department authorized additional funds required? ☐ Yes ☐ No

E. OTHER INFORMATION

1. Contract delivery schedule meets department original need date ☐ Yes ☐ No (If not, explain in Section F)

2. If contract type is other than **Firm Fixed Price**, indicate Contract Type: _____

F. NARRATIVE / REMARKS / CONTACTS

INTRODUCTION (Solicitation Description, Release Date, Due Date, etc):

BID EVALUATION (Responsiveness/Responsibility, Rejections, Subcontractors, Basis for Award, etc):

CONTRACT VALUE (Evaluation Model, Extension Period, Escalation, Options, etc.):

PRICE ANALYSIS (Summary/Explanation):

DVBES (Requirement, Incentive, Exemption Reason, Participation, Broker/Agent, Equipment Rental, etc.):

PREFERENCES (Type claimed, amount of percentage applied, etc.):

COMMERICALLY USEFUL FUNCTION (Verification Actions and Conclusion):

OTHER: