

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:

<input type="checkbox"/> adequate price competition	<input type="checkbox"/> cost analysis	<input type="checkbox"/> catalog/market price
<u>Historical</u>	<u>Historical</u>	<u>Current</u>
<u>Contract/Order Number</u>	<u>Award Date</u>	<u>Quantity / Unit Price</u>
		<u>Quantity / Unit Price</u>
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 Number of Suppliers: _____
Partial Mail List Number of Suppliers: _____
NCB Approval Date: _____
SCR Approval Date: _____
Std. 821 Approval Date: _____
Request for Interest 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 Yes No
If yes, was award result of application of the preference? Yes No
TARGET AREA CONTRACT PREFERENCE ACT (TACPA) Yes No N/A
If yes, was award result of application of the preference? Yes No
ENTERPRISE ZONE ACT PREFERENCE (EZA) Yes No N/A
If yes, was award result of application of the preference? Yes No
OTHER (Explain in Section F) Yes No N/A
If yes, was award result of application of the preference? Yes No

8. Did the selected bidder propose any DVBE participation? Yes No N/A
If yes, was award result of application of the DVBE incentive? 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: