DOCUMENTATION OF COMPETITIVE PURCHASING  
Vermont Technical College  
Part of P&P 210 Procurement

POLICY: Any purchase obligation of $5,000 or more shall be accompanied by a completed form Documentation of Competitive Purchasing”, below:

DOCUMENTATION:

1. DATE OF SOLICITATION: _______________________
2. DATE SOLICITATION CLOSED: _______________________
3. NUMBER OF BIDS RECEIVED _______________________
4. IDENTIFICATION OF LOW THREE BIDDERS AND DOLLAR AMOUNTS OF EACH BID
   A. _________________________  __________
   B. _________________________  __________
   C. _________________________  __________
5. CONTRACTOR SELECTED: _______________________

NOTES:
1. *If the lowest bidder was not selected, a brief explanation must be attached.*
2. *If only one bid was solicited, (sole-sourced procurement action), a statement explaining the need to Sole-Source must be attached.*

6. SUBMITTED BY: (Name) _______________________
   OFFICE/DEPARTMENT _______________________
   DATE: _______________________
