

_____ Conservation District
Procurement SOP

Procurement Name/Number: _____

Concise Description of Product or Need:

Please mark process chosen:

- | | |
|--|---|
| <input type="checkbox"/> A) Formal Competitive Sealed Bid | <input type="checkbox"/> C) Sole Source – Non-Negotiated |
| <input type="checkbox"/> B) Request for Proposal – Negotiated Bid | <input type="checkbox"/> D) Emergency Procurement |

A) Formal Competitive Sealed Bid: Fill out the following.

(If the Formal Competitive Bid is waived check here and move on to B below).

- a. Provide the Request For Proposal (RFP), as Attachment 1, listing all the qualifications required for a successful bid
- b. List the dates and publications (newspaper published within the county, or newspaper within the state having general circulation in that county) the RFP was published in (should be advertised for at least 3 successive weeks in 3 successive issues):
 - i. _____
 - ii. _____
 - iii. _____
- c. List received Bids (all bids attached as Attachment 2):
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____

Dates the Bids were reviewed by CD Staff and date the Board of Supervisors acted upon RFP(s)

Staff Review Date: _____

Date of Supervisors Review: _____

Outcome/Awarding decision and rationale if "Lowest Bidder" is not awardee (Note districts compliance of "Resident Bidder and/or Contractor Preference, WS 16-6-105 & WS 16-6102(a) respectively):

B) If Formal Competitive Sealed Bid (FCSB) is not used, fill out the following:

- a. Provide rationale for not using FCSB and the date the Board of Supervisors approved:

- b. Define the Bid Process being used (RFP - Negotiated Bid, Sole Source – Non-Negotiated, or Emergency): _____

- c. Provide a written copy of the RFP containing all specifications for the need, as Attachment 1, listing all of the qualifications required for a successful bid.

- d. If using Negotiated Bid, list all companies/entities contacted, along with the date. (Attach a copy of their quotes as attachment 2-A) (Minimum of three companies/entities should provide a written Bid for the RFP). Bidders must be provided the same RFP information to have equal opportunity.

Dates the Bids were reviewed by CD Staff and date the Board of Supervisors acted upon RFP(s)

Staff Review Date: _____

Date of Supervisors Review: _____

Outcome/Awarding decision and rationale if “Lowest Bidder” is not awardee (Note: district’s compliance of “Resident Bidder and/or Contractor Preference, WS 16-6-105 & WS 16-6102(a) respectively):

C) Sole Source – Non-Negotiated, is only utilized when the product or service is only available from a single vendor.

- a. Explain why the product or service can only be provided from a single source

- b. Provide the date the Board of Supervisors approved the Purchase: _____

D) Emergency Procurement Information: (Purchasing can only be used if danger is eminent to property or personnel).

- a. Explain the emergency, what was purchased and when:

Provide the date the Board of Supervisors approved the Purchase: _____