



Lynden School District No. 504
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Jim Frey
 Superintendent

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Federal Procurement Form for Professional Services

This form applies to all professional services contracts that will be paid from federal funds. This form will document the rationale for selection of the vendor and ensure that all procurements are transacted in a manner that provides full and open competition.

For District purposes, this will apply to all contracts/purchases with a threshold of \$3,000.

This form must be filled out before the purchase is made or the contract is signed.

Part I: Summary of Procurement

Estimated dollar amount of purchase _____

Type of service being purchased _____

Procurement Method used:

- Quotations for purchases under \$75,000 _____
- Advertising for a bid or RFP for services over \$75,000 _____
- Declaration of “sole source” where competition does not exist _____

Record of quotes obtained or RFP documentation (minimum of 3). This can include bids done by another entity as part of a co-op or interlocal agreement (*See Part II attached*).

For “sole source” purchases, document steps taken to ensure no other vendors were available to compete for contract (*See Part II attached*).

If over \$25,000, suspension/debarment documentation (*see attached documentation*).
 Search records here: <https://www.sam.gov/portal/SAM/>

Program Director date

Patti Fairbanks, Director of Finance and Operations date

Jim Frey, Lynden School District Superintendent date

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Part II: Selection Process

Description of Services to be Purchased:

Documentation to Support Selection of Vendor:

Method of Selection: Bids _____ Sole Source _____

Description of Bidding Process (formal/quotes, etc.)/Sole Source Documentation:

Vendor Selected: _____

Evaluated by: _____ Date: _____