# SAMPLE DOCUMENTATION OF PURCHASES/SUBCONTRACTS OVER $150,000

**Purchase Order/Subcontract Awarded To:** ____________________________  

**Date:** ____________________________  

<table>
<thead>
<tr>
<th>SIZE CATEGORY</th>
<th>NUMBER SOLICITED</th>
<th>REASON NOT SOLICITED (use key below)</th>
<th>REASON NOT SELECTED (use key below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other-Than-Small Businesses</td>
<td>XX</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>XXXXXXXXXXXXXXXX</td>
</tr>
<tr>
<td>Small Businesses (including ANCs and Indian tribes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Disadvantaged Businesses (including ANCs and Indian tribes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women-owned Small Businesses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUBZone Small Businesses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veteran-Owned Small Businesses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service-Disabled Veteran Owned Small Businesses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions for completing above table:**  
1. Write the number of suppliers solicited from each category in the second column (even if zero).  
2. For all categories not solicited, explain why in the second column using key 1-6 below.  
3. For the categories solicited but not selected, put the reason in the fourth column using the key A-F below.  
4. The table must be filled out completely.

**Key:**  
1- Government/Customer Directed Sources  
2- Follow-up work to previous P.O./contract (awarded to same supplier)  
3- Company-wide Purchasing Agreement exists for this product/service  
4- Sole Source (only approved supplier, proprietary item)  
5- No known Small Businesses (checked Central Contractor Registration Dynamic Small Business Search www.ccr.gov & other sources)  
6- Category not solicited for another reason (explain below)  

A - Company did not offer the lowest price  
B - Company was found to be not qualified (explain below)  
C - Company was not the best offer for reasons other than price (explain below)  
D - Company did not respond to the solicitation  
E - Company stated it was not interested in the work  
F - OTHER – EXPLANATION REQUIRED BELOW

**Comments:**  
________________________________________________________________________________________
________________________________________________________________________________________

__________________________________________  
Buyer Signature