

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

Purchase Order/Subcontract Awarded To: _____

Date: _____

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

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