

Micro-Purchase Template – Local Procurement

A purchase is classified as a micro-purchase when purchasing smaller quantities of product, and the cost is below the federal micro-purchase threshold of \$15,000, or your district's threshold if more restrictive. Micro-purchases require proper documentation, and records related to procurements must be retained for three years.

This procurement template was created to assist sponsors in documenting micro-purchases with local products in mind. For further information on micro-purchases, refer to [OSPI's Micro-Purchase Reference Sheet](#).

Instructions

- 1. Product Specifications:** Provide a detailed description of the product you require.
 - **Date Requested:** Specify the date by which you need to receive the product.
 - **Quantity:** Be specific about how much product you need.
 - **Variety/Type:** While not required, defining specific varieties or types of products you are looking for can help justify a separate solicitation.
 - **Packaging Specifications:** Include any specific packaging requirements you have for the product being solicited.
 - **Buy American Provision:** The Buy American Provision must be included in your solicitation, when purchasing agricultural products.
 - **Definition of Local:** Define 'local' for this solicitation. This could be within a certain number of miles, a county, multiple counties, the state of Washington, or a multi-state region.
 - **Delivery Requirements:** Detail how the product should be delivered, including the number of delivery locations and expected delivery timeframes. Consider centralized delivery locations when working with local vendors.
- 2. Vendor Contact Information:** Once a vendor that meets the specifications is identified, document the business name, the contact person, the business address, phone number, and email.
- 3. Documentation of Stated Price:** Record the date of solicitation, the stated price, and whether the vendor met the product specifications and delivery requirements.
- 4. Reasonable Price:** Sponsors must document how they determined the quoted price to be reasonable through research, history/experience, or other relevant information.
- 5. Contract Management:** Document the receipt of the product and verify vendor responsibility. Include the date received, total product delivered, adherence to specifications, and total payment made. Note any details that may assist future procurements or vendor interactions.
- 6. Recordkeeping:** Retain the solicitation document, along with any written responses from the vendor, for a minimum duration of 3 years.



To procure goods that are reasonably priced based on research, experience, purchase history, or other relevant information, and where availability or timely delivery through established procurement channels is limited or unavailable, will utilize a micro-purchase for this solicitation.

Product Specifications (optional)			
Date Requested	Quantity	Variety/ Type (Optional)	Packaging Specifications (Optional)
All food products solicited shall be processed and packaged in the United States and to the maximum extent possible, contain at least 51% domestically produced products.			
Definition of Local (Optional)			
Delivery Requirements			
Name of Business Solicited			
Name of Employee			
Address			
Phone			Email
Date of Solicitation	Meets Product Specifications?	Meets Delivery Requirements?	Price

This price is determined to be reasonable based on:

	Research		History/ Experience		Other:	
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Contract Management:

Date Received	Total Product Delivered?	Met Specifications?	Met Delivery Requirements?	Total Paid
Notes:				

Staff Name: _____ **Staff Title:** _____

Staff Signature: _____ **Date:** _____