



CHIEF PROCUREMENT OFFICE
Fred Hahn, Capital Development Board

Notice 2015.01

Capital Development Board

To: Jodi Golden, Chief of Staff

From: Fred Hahn, Chief Procurement Officer

Date: May 26, 2015

Subject: Small Purchase Procedure

Effective Immediately.

Please be advised that construction purchases that fall below the small purchase threshold of \$43,700 must be reviewed and approved by my office. SPO approval of the small purchase method of procurement will be indicated by signature on the Alternative Procurement Method Request form.

cc: Comptroller

State Purchasing Officers - CDB



Alternative Procurement Request Form

CPO-R1 v.1

Date: _____

Estimated or Final Cost: _____

Project Number: _____

Estimated Duration of Work: _____

Project Title: _____

User Agency/Location: _____

Procurement Method Requested:

Construction Small Purchase

A/E Director Selection

A/E Best Interest

Assignment

Emergency

Brief Description/Background: (Include information regarding any related procurements.
Identify whether any firms have been contacted and list any quoted prices. Outline critical dates involved.)

Scope of Work:



Alternative Procurement Request Form

CPO-R1 v.1

Vendor Selection/Recommendation: _____

List any other Vendors that will be involved: _____

Considerations for Competition:

How many firms are or were considered? _____

Outline considerations used for recommendation (in comparison to other firms considered):

- Past Performance

- Applicable Experience

- Proximity to Site

- Expected Cost Efficiencies (in comparison to overall pool of available vendors)

Considerations for MBE/FBE/VBE Participation: (Outline any considerations of inclusion for MBE/FBE/VBE participation.)

Authorization:

Capital Development Board

CPO/SPO-CDB

Date: _____

Date: _____

Additional Requirements: