

# Procurement Procedure Template

Goods/Service to be procured:

Personnel Conducting Procurement:

Estimated Purchase Amount:

## ****Contract type****

| **Fixed Price** | **Cost** | **Reimbursable** |
| --- | --- | --- |
| * Firm Fixed * Economic Adjustment * Price Re-determined | * **Straight Cost Reimbursable** | * **Cost Reimbursable plus Fixed Fee** |

Solicitation Release Date: Bid Due Date:

Contract Date:  Annual  Renewable

## Procurement Steps:

1.

2.

3.

4.

5.

Implementation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review/Revise Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review/Revise Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_