

# 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_