

Simplified Bidding Record

Purchases over \$5,000 through \$50,000;
 Printing, \$50 through \$50,000

Instructions:

- Agency shall contact at least three (3) suppliers and use PRO-303 as guidance.
- Agency shall make an effort to solicit small businesses, veteran-owned businesses, disabled veteran-owned business and minority businesses and work centers.
- The completed form shall be attached to the requisition or procurement/transactional contract.
- Generic specifications shall be used when possible.
- When necessary to use a brand name to identify a level of quality, suppliers must be informed that equivalent alternatives may be acceptable; agency will be the sole determinate of equivalency.
- The winning bidder should be indicated. Reasons for rejecting any bids shall be noted below.

Date	Agency/ Location
Person Completing	
Simplified Bid Number	
Req or Reference Number	
Codes: MBE: Minority Business Enterprise (Certified) WC: Work Center(Certified) DVB: Disabled Veteran-owned Business (Certified)	

Item Description	QTY	Supplier Name & Address			Supplier Name & Address			Supplier Name & Address		
		Supplier ID			Supplier ID			Supplier ID		
		MBE	WC	DVB	MBE	WC	DVB	MBE	WC	DVB
		Unit Price	Total		Unit Price	Total		Unit Price	Total	
		Grand Total		Grand Total		Grand Total				
Contact Person										
Email Address										
Phone Number										
Contact Date										
Reply Date										
Method of Bid: Phone, email, fax, website, etc.										
Delivery										
Additional information (note the following as appropriate: bids rejected and why; preferences exercised; explain reason if less than 3 suppliers were contacted):										

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		MBE	WC	DVB	MBE	WC	DVB	MBE	WC	DVB		
		Unit Price		Total		Unit Price		Total		Unit Price		Total
		Grand Total		Grand Total		Grand Total						
Contact Person												
Email Address												
Phone Number												
Contact Date												
Reply Date												
Method of Bid: Phone, email, fax, website, etc.												
Delivery												