

*Washington South Supervisory Union*  
Northfield and Roxbury School Districts

**INSTRUCTIONS FOR PROCUREMENT**

**Process:**

All sections of the attached form must be completed before generation of a purchase order or execution of a professional services contract. The attached form shall be submitted with all purchase orders related to Federal Grants and copies of the attached form, including required documentation, must be retained by both the Grant Manager and Business Manager as permanent record.

**SECTION I:**

It is “best practice” that individuals with the greatest amount of knowledge and expertise concerning the purchase, implementation and evaluation of the potential resource be included in the procurement process. If the potential resource includes software or technology applications in its implementation, the Technology Coordinator must participate in the selection process.

**SECTION II:**

In this section please indicate how the purchase will support and improve student learning. Rationale should be linked to WSSU Goals, CFG strategies, or other Federal grant and/or School Effectiveness Plans.

**SECTION III:**

A minimum of three (3) price quotations must be researched/solicited on material and/or services that are to be procured through any grant funding source. Cost quotes specific to what may be purchased are to be recorded to serve as backup documentation. Complete information should be provided including, but not limited to quantity, description, special conditions, specifications, dates of quotes, etc. Attached documentation must be as thorough and specific as possible.

**SECTION IV:**

Your vendor selection in this competitive process should consider costs, “best fit” with existing resources/programs, the best interest of students, and the greatest likelihood of achieving the rationale outlined in **SECTION II**.

**Send completed form and all related documentation with completed purchase order to:**

**Chris Locarno**  
**Business Manager**  
**locarnoc@wssu.org**