

**SCHOOL DISTRICT OF PHILADELPHIA
GRANT COMPLIANCE OFFICE**

GRANT QUOTATION FORM

A. GOODS (Not already on Master Contract) (minimums by threshold) (\$20,100 and over goes to Procurement for IFB)			SERVICES (Not already on Master Contract) (minimums by threshold) (\$100k and over requires formal RFP / RFQ)			
Up to \$10,000 - Micro	\$10,001 to \$20,099	\$20,100 and Above	Up to 10,000 – Micro	\$10,001 to \$20,000	\$20,001 to \$99,999	\$100,000 or More
NO GQF REQUIRED (1 verbal quote- must be necessary and reasonable)	Minimum of 2 verbal price quotes	Minimum of 3 verbal price quotes	NO GQF REQUIRED (1 verbal quote- must be necessary and reasonable) - LCA	Minimum of 2 verbal quotes LCA	Minimum of 3 written price quotes Board Action	Formal RFP/RFQ Board Action

B. GOOD / SERVICE DESCRIPTION

C. GRANT NAME:

D. ABC CODE:

E. Adv. Doc. No.:

F. SELECTION CRITERIA

The following suppliers were asked to quote

G. DATE

H. COMPANY/CONTACT NAME/CONTACT NUMBER

I. AMOUNT QUOTED

G. DATE	H. COMPANY/CONTACT NAME/CONTACT NUMBER	I. AMOUNT QUOTED

J. THE RECOMMENDED QUOTE IS FROM:

K. FOR AN AMOUNT OF:

L. The recommended vendor does not appear on federal, state, or District lists of debarred or suspended vendors (see GP1800 for list access instructions). Verified as Not Debarred

M. JUSTIFICATION:

N. GCO COMMENTS:

O. PRGM MGR. / SCHOOL PRINCIPAL SIGNATURE

P. GRANT COMPLIANCE MONITOR SIGNATURE