

**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) (\$100,000 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
1 verbal quote - must be necessary and reasonable)	Minimum of two verbal price quotes	Minimum of 3 verbal quotes	1 verbal quote - must be necessary and reasonable) - LCA	Minimum of 2 verbal price quotes - LCA	Minimum of 3 written price quotes – Board Action Item	Formal RFP / RFQ – Board Action Item

B. GOOD / SERVICE DESCRIPTION

C. Grant Source Code & Name	D. BFY	E. Dept.	F. Function	G. Account	H. Proj.	I. Oracle Req. No.

J. SELECTION CRITERIA

The following suppliers were asked to quote

K. DATE	L. COMPANY/CONTACT NAME/CONTACT NUMBER	M. AMOUNT QUOTED

N. THE RECOMMENDED QUOTE IS FROM: **O. FOR AN AMOUNT OF:**

P. 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

Q. JUSTIFICATION:

R. GCO COMMENTS:

S. PRGM MGR. / SCHOOL PRINCIPAL SIGNATURE	T. GRANT COMPLIANCE MONITOR SIGNATURE
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