



**CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM
VENDOR SELECTION DOCUMENTATION**

Subgrantee: _____

Project #: CG_____

Project Name: _____

A. SELECTION SUMMARY

1. Briefly (1-2 sentences) describe the work for which bids were received:

2. Method of procurement used:

- Simplified (i.e., invitation to bid) (COMPLETE SECTION B)
- Full (i.e., advertised Request for Proposals) (COMPLETE SECTION C)
- Other (must explain):

3. Name of recommended vendor:

4. Recommended vendor's price:

5. Individuals involved in selecting the recommended vendor (may attach separate sheet if needed):

Name	Title/Organization

SECTION B. SIMPLIFIED PROCUREMENT

1. Date invitation to bid sent:
2. Vendors that were provided with the invitation to bid (may attach separate sheet if needed):

Vendor Name	City, State	Date of Follow-up	Bid Received?
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

3. Provide your justification for the recommended vendor (i.e., why are you recommending them for selection):

4. Provide SHPO with the following if you have not previously done so and indicate those documents included with this form:

- Copy of the final invitation to bid (including any exhibits) that was released
- Copies of all notices (i.e., emails or letters) sent to prospective vendors
- Copy of Q&A issued, if applicable
- Full copies of each response received

The subgrantee must also provide SHPO with a draft contract for approval before it is executed:

- Draft contract is included with this form
- Draft contract will be provided later

SUBGRANTEE SIGNATURE

I certify to the best of my knowledge that the information provided herein is true, complete, and accurate and that procurement activities were completed in accordance with all applicable local, state, and federal requirements, as well as those of the Certified Local Government program. I understand that all documentation related to the procurement process must be maintained in compliance with the terms of the grant agreement with SHPO.

Project Coordinator (signature)

Date

6. Provide your justification for the recommended vendor (i.e., why are you recommending them for selection):

7. Provide SHPO with the following if you have not previously done so and indicate those documents included with this form:

- Copy of the final RFP (including any exhibits) that was released
- Copy of all direct notices (i.e., emails or letters) sent to prospective vendors, if applicable
- Copies of all publication notices (e.g., publisher’s affidavit, website screenshot, etc.)
- Copy of Q&A issued, if applicable
- Copy of RFP amendments issued, if applicable
- Signed copy of your bid review/tabulation sheet
- Copy of any pre-bid site visit attendance list, if applicable
- Full copies of each response received

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SUBGRANTEE SIGNATURE

I certify to the best of my knowledge that the information provided herein is true, complete, and accurate and that procurement activities were completed in accordance with all applicable local, state, and federal requirements, as well as those of the Certified Local Government program. I understand that all documentation related to the procurement process must be maintained in compliance with the terms of the grant agreement with SHPO.

Project Coordinator (signature)

Date