Uniform Guidance (UG) Procurement Memo for Micro-Purchases Under $10,000

Selected Vendor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Per § 200.1 of the UG, Micro-Purchases are purchases of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold of $10,000. Under § 200.320 Methods of Procurement to be Followed, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers to the maximum extent possible. Micro-purchases may be awarded without soliciting competitive quotations if the City of Somerville considers the price to be reasonable.

Description of Procedures Performed When Selecting the Vendor/Contractor:

Explanation of How Cost Reasonableness and Equitability Was Determined: