

SPO-10i
INSTRUCTIONS FOR
RECORD OF PROCUREMENT

A. When Used

This form is used by a State agency to document:

- a small purchase procurement pursuant to HRS §103D-305;
- sole source procurements pursuant to HRS §103D-306 less than \$50,000; or
- emergency procurements pursuant to HRS §103D-307 less than \$50,000.

Space is provided for justification of selection when not the lowest responsive, responsible offeror. **When required, agencies shall post the award on the Procurement Reporting System**, in accordance with Procurement Circular 2006-01, or as amended, **upon completion of the procurement within the applicable deadline.**

B. General

This form has been formatted to be completed online, and then printed.

C. Form Item Usage

1. **Agency.** The name of the State agency that is making the procurement.
2. **PO./pCard No.** The purchase order number associated with the quotation selected in Item # 7 Selection.
3. **Date.** The date that the record of procurement was made.
4. **Project/Requisition/Work Order No.** The identification number assigned to the record of procurement.
5. Check the appropriate box to indicate the type of procurement that is being recorded.

PART A:

6. **Description.** Description of the good, service or construction to be purchased using the selected procurement process.

PART B:

7. **Selection.** Check the box on the line associated with the vendor selected.
8. **Vendor Name.** Name of the vendor(s) from whom the quotation was received. Only vendors that supply the goods, services, or construction shall be solicited and considered to meet the minimum quotation requirements.
9. **Representative.** Name of the person from whom the quotation was received.
10. **Phone No.** Phone number of the person identified in Item #9 Representative.
11. **Date of Quote.** Date that the quotation was received.
12. **Amount of Quote.** Dollar amount of the quotation received for Item #6 Description.

PART C:

13. **Justification, three quote minimum.** Provide details/reasons if unable to obtain a minimum of three quotations.

PART D:

14. **Justification, other than lowest responsive, responsible offeror.** Provide details/reasons if award is made to the vendor that did not offer the lowest quotation.
15. **Signature, date: Employee soliciting quotations.** Signature and date of the agency employee who solicited the quotations.
16. **Signature, date: Procurement Officer approval.** Signature and date of the Procurement Officer or authorized delegated designee. This is usually the person with delegated authority to approve the dollar level or type of procurement.