

Kennebec Estuary Land Trust

Vendor Decision Form 221 (Rev 0)

Approved by Governance Committee 10/10/2024

Use for purchases at \$ values greater than the KELT Micro-Purchase Value (\$3,500)

Overview

Program (circle)	Administration Fundraising Education Land Acquisition Stewardship Restoration General Programs Allocation
Purchase Type (circle)	Goods Services
Purchase Category (circle)	Micro Purchase Small Purchase Medium Purchase Large Purchase Non-Competitive Purchase Special Market Condition Purchase Emergency Purchase

Project Information

Project Title (if relevant)	
Purchase Description	
Funding Source	
Fund Type (circle)	Federal Non-Federal

Procurement Information

Vendor Selected	
Cost	

From KELT’s Procurement Policy: “Vendor selection will be based on objective criteria, such as quality, price, ability, capacity, skill, sustainability, integrity, past performance, fiscal viability, available resources, timeframe, technical compliance with specifications, Vendor’s acceptance of terms and conditions, and compliance with relevant laws and regulations.” “KELT reserves the right to accept any bid or proposal and the right to reject any or all bids or proposals.”

For Small Purchases >\$3,500 and <\$50,000

Were competitive quotes solicited for the purchase?	Yes No
If Yes: List the quotes received	
If No: Describe the reason the purchase was made without soliciting competitive quotations	

For Medium Purchases >\$50,000 and <\$250,000 and Large Purchases >\$250,000

Quote	Vendor	Value	Reason not selected (>\$250,000 only)
1			
2			
3			
Optional 4			
Optional 5			
Optional 6			

For Large Purchases >\$250,000, optional for Medium Purchases

Describe the reason for vendor selection	
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For Non-Competitive Purchases

Describe the reason for a directed or sole source purchase	
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For Special Market Condition Purchases

Identify the Special Market Condition facilitating the purchase of equipment or supplies	
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For Emergency Purchases

Describe the emergency purchase need	
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Section to be completed by Executive Director

Is this purchase in KELT's Annual Operating Budget?	Yes No	Is this purchase a Non-Competitive, Special Market, or Emergency Purchase >\$50,000?	Yes No
If No: list the date it was authorized by the President or Treasurer		If Yes: list the date it was reported to the President or Treasurer	

Executive Director Approval (circle)	Yes No		
Executive Director Signature		Date	

File with the purchase contract or purchase invoice. Optional: attach supporting materials for decision.