# Completing Small Purchase Evaluation Matrix Example

## This is an example

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Vendor Name: | Supplier A: Bob’s Company |  |  | Supplier B: Mary’s Company |  |  | Supplier C: Pat’s Company |  |  |
| Product(s)/Service(s) to be Purchased: | Quantity estimated to be purchased | Unit Price | Extended Price (Quantity x Unit Price) | \*VS (✔) | Unit Price | Extended Price (Quantity x Unit Price) | \*VS (✔) | Unit Price | Extended Price (Quantity x Unit Price) | \*VS (✔) |
| Apples, Fresh: Fancy grade, 113-125 count | 12 | $85.00 | $102.00 | ◻ | $86.50 | $1038.00 | ◻ | $85.50 | $1026.00 | ◻ |
| Broccoli, Fresh: US. No. 1 grade, 14 count/23 lb box | 18 | $24.30 | $437.40 | ◻ | $24.75 | $445.50 | ◻ | $24.60 | $442.81 | ◻ |
| Beef Patties, 3 oz patties, 100%, Frozen, 80/20, 25 lb case | 14 | $148.75 | $2082.50 | ◻ | $146.25 | $2047.50 | ◻ | $149.75 | $2096.50 | ◻ |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total:** |  |  | $3539.90 |  |  | $3531.00 |  |  | $3565.31 |  |
| \*Vendor Selected (VS) – if bottom line (SFA check one box in row) |  |  | 🞎 |  |  | 🞎 |  |  | 🞎 |  |

\*Vendor Selected (VS); the SFA can award all products to one vendor (lowest total price) or award purchase on a line item basis (lowest line item price).

In the example above, only four (4) products are being procured. SFA must list all products/services they are procuring at a given time.

## SMALL PURCHASE EVALUATION MATRIX

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vendor Name: |  |  |  |  |  |  |  |  |  |  |
| Product/Services | Quantity estimated to be purchased | Unit Price | Extended Price (Quantity x Unit Price) | \*VS (✔) | Unit Price | Extended Price (Quantity x Unit Price) | \*VS (✔) | Unit Price | Extended Price (Quantity x Unit Price) | \*VS (✔) |
| Product name & specification |  |  |  |  |  |  |  |  |  |  |
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| **Total:** |  |  |  |  |  |  |  |  |  |  |
| \*Vendor Selected (VS) – if bottom line (SFA check one box in row) |  |  | 🞎 |  |  | 🞎 |  |  | 🞎 |  |

\*Vendor Selected (VS); the SFA can award all products to one vendor (lowest total price) or award purchase on a line item basis (lowest line item price).