



Maryland Recreation & Parks Association, Inc.
2000 Shorefield Road, Wheaton, MD 20902
Voice: 301-942-7203 Fax: 301-942-7206

Vendor Selection Form

Event _____

Description of Goods/Services _____

Budget Amount \$ _____

Quotes: Telephone (expenditures of \$200-500) ___ Written (expenditures of more than \$500)
(Attached Copies)

Vendor #1 Name _____ Amount \$ _____

Phone: _____ Fax: _____

Vendor #2 Name _____ Amount \$ _____

Phone: _____ Fax: _____

Vendor #3 Name _____ Amount \$ _____

Phone: _____ Fax: _____

Vendor selected: _____

Reason for vendor selection: _____

Notes:

1. All written quotes must be attached to this form.
2. If one of the Association's commercial members is a vendor of the goods or services being purchases, they must have the opportunity to quote (*See Financial Guidelines, Policy and Procedures, Section IV #, #5 for exception.*)
3. In cases where there is a sole source vendor, said vendor may be given priority. Approval must be obtained from the Finance Committee to be granted special consideration or priority.
4. The lowest quote is to receive the order with the following exception: there is evidence to substantiate that the low quote product or service is not the quality required, or the low quote has unsuccessfully honored its commitments to MRPA and/or other park & recreation agencies.