

COMPETITIVE NEGOTIATION AND SMALL PURCHASES CONTRACTING DOCUMENTATION

This format should be used for contracts for professional services and other procurement to document compliance with Federal procurement standards.

1) Grant Number: _____

2) Contract Type: ☐ Professional Services
☐ Printing
☐ Equipment/Supplies
☐ Other

3) Addresses of Contractors Contacted

A Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

B Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

C Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

D Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

E Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

F Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

G Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

4) Comparative Summary of Responses Received (must be AT LEAST 3 firms)

Use letter identifier from previous page.

Letter ID or Firm Name	Date quote obtained	Price Quote	Obtained how?
A.			
B.			
C.			
D.			
E.			
F.			
G.			

5) Basis for Selection: ☐ Lowest Price ☐ Other

For the purposes of an SAT Grant, Selection criteria DOES NOT have to be lowest price, however, the explanation for the basis used must be described:

Signature of Grantee Official

Title

Date

REV. 04.19.04