

LIMITED SOLICITATION / SMALL PURCHASE WORKSHEET
(Purchases of \$10,000 or more and less than \$100,000)

See section 18-4-305, MCA, and ARM 2.5.603

Grant Recipient: _____

Agreement #: _____

<u>PRODUCT/WORK DESCRIPTION</u>			
	Vendor 1	Vendor 2	Vendor 3
1. Vendor Name	1.	1.	1.
2. Contact Person	2.	2.	2.
3. Phone/Email	3.	3.	3.
4. Date of Outreach	4.	4.	4.
Price Quoted	\$	\$	\$
Vendor Selected			

Three (3) attempts to contact can be considered a quote price of “no response” and no additional attempts are required. Document dates of outreach.

Work should be awarded to the most cost-effective option that can provide the work/supplies required. Items such as shipping charges and travel distances should be included in determination of the most cost-effective option.