

<b>CONTRACTING DOCUMENTATION</b> <b>COMPETITIVE NEGOTIATION AND SMALL PURCHASES</b>
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This format should be used for contracts for professional services and other procurement to document compliance with Federal procurement standards.

1. GRANT NUMBER: \_\_\_\_\_

2. TYPE OF CONTRACT: Professional Services \_\_\_\_\_ Printing \_\_\_\_\_  
 Equipment/Supplies \_\_\_\_\_ Other \_\_\_\_\_

3. CONTRACTORS CONTACTED:

a. Individual's Name and Title: \_\_\_\_\_  
 Company/Firm Name: \_\_\_\_\_  
 Street Address or P. O. Box: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Work Telephone Number: \_\_\_\_\_  
 Date Contacted: \_\_\_\_\_

b. Individual's Name and Title: \_\_\_\_\_  
 Company/Firm Name: \_\_\_\_\_  
 Street Address or P. O. Box: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Work Telephone Number: \_\_\_\_\_  
 Date Contacted: \_\_\_\_\_

c. Individual's Name and Title: \_\_\_\_\_  
 Company/Firm Name: \_\_\_\_\_  
 Street Address or P. O. Box: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Work Telephone Number: \_\_\_\_\_  
 Date Contacted: \_\_\_\_\_

4. COMPARATIVE SUMMARY OF RESPONSES RECEIVED (from at least 4 firms/companies):

	<i>Company/Firm Name</i>	<i>Price</i>	<i>Date</i>	<i>How Obtained?</i>
a.				
b.				
c.				
d.				

5. BASIS FOR SELECTION: Lowest Price \_\_\_\_\_ Other \_\_\_\_\_

If the basis for selection was not the lowest price, explain the selection method used below:

\_\_\_\_\_  
 Signature of Grantee Official

\_\_\_\_\_  
 Date

