

CONTRACTING DOCUMENTATION COMPETITIVE NEGOTIATION AND SMALL PURCHASES
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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