LIMITED SOLICITATION

The limited solicitation process permits an agency to make purchases with a total contract value of $10,000 or more and less than $100,000, with only limited competition. This option is an intermediate step between small purchase procedures and the formal Invitation for Bid or Request for Proposal. A second objective of limited solicitation is to increase purchasing efficiency by allowing field and program staff to process most of their procurements.

This procedure requires a minimum of three written or oral quotations, if available. The limited solicitation procedure must be documented, using either the Limited Solicitation Summary Sheet for quotes obtained by phone or the Limited Solicitation form for written quotes. Registered users of the State’s eMACS system can search by commodity for a list of registered vendors that may be able to supply the goods or services. For assistance, contact the State Procurement Bureau at 406-444-2575 or email [emacs@mt.gov](mailto:emacs@mt.gov).

This method does not apply to controlled items purchased through term contracts, requisition time schedules, the Montana eMarketCenter, or Print & Mail Services unless specifically provided in the individual agency's delegation agreement.

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

**ACCEPTANCE/REJECTION OF LIMITED SOLICITATION RESPONSES:** The State reserves the right to accept or reject any or all limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the State. Limited solicitation responses will be firm for 30 days unless stated otherwise in the text of the limited solicitation.

**ALTERATION OF SOLICITATION DOCUMENT:** In the event of inconsistencies or contradictions between language contained in the State’s solicitation document and a vendor’s response, the language contained in the State’s original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor’s disqualification and possible debarment.

**DEBARMENT:** The contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the State.

**FAILURE TO HONOR BID/PROPOSAL:** If a bidder/offeror to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, the department may, in its discretion, suspend the bidder/offeror for a period of time from entering into any contracts with the State of Montana.

**SOLICITATION DOCUMENT EXAMINATION:** Vendors shall promptly notify the State of any ambiguity, inconsistency, or error they may discover upon examining a solicitation document.

**RECIPROCAL PREFERENCE:** The State of Montana applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an invitation for bid for supplies or an invitation for bid for non-construction services for public works as defined in section 18-2-401(9), MCA, and then only if federal funds are not involved. Visit the [State Procurement website](https://www.naspo.org/reciprocity1) for a list of states that grant resident preference.

**SOLICITATION DOCUMENT EXAMINATION:** Vendors shall promptly notify the State of any ambiguity, inconsistency, or error they may discover upon examining a solicitation document.

|  |  |
| --- | --- |
| USE FOR WRITTEN QUOTES | |
| **State of Montana****LIMITED SOLICITATION FORM** **Department of**  Click to enter Department  (name) | Solicitation Number: Click to enter Number Solicitation Title: Click to enter Title Agency Contact: Click to enter Agency Contact |
| **Limited Solicitation is an informal procurement method for purchases with a total contract value of $10,000 or more and less than $100,000. This process is authorized by section 18-4-305, MCA, and ARM 2.5.603.** | |
| Company Name: Click to enter Company Name Address: Click to enter first line of Address  Click to enter second line of Address  Phone Number: Click to enter Phone Number Fax Number: Click to enter Fax  Federal Tax ID Number: Click to enter Federal Tax ID Number Responses to this solicitation will be accepted by Click to enter Agency at Click to enter Address until Click to enter Date at Click to enter Time. | |
|  | |
| Description of items/services: include the purpose or use of product, description, including any performance or design requirements, brand names, delivery requirements, etc. (As needed, include standard statements on insurance or worker’s compensation requirements, etc. Use extra sheets as necessary.)  Click or tap here to enter text.  Price: $Click to enter number  Vendor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Additional vendor information attached: Yes  No | |
|  | |