DATE Click or tap here to enter text.

To All Interested Vendors:

The Department of Administration, State Procurement Services Division, is considering a request from the AGENCY NAME, to award a Sole Source contract to VENDOR NAME for SUPPLY/SERVICE. The determination of this Sole Source purchase is based on the following requirements:

1. (insert unique requirements)
2. (insert timeline, including any specific deadlines that must be met.)
3. (insert budget constraints)
4. (insert any other information that supports the sole source determination)

The State Procurement Services Division will accept written comments from potential vendors who believe they have the ability to provide an equivalent product and services, meeting all of the requirements listed above. ***This is not a request for competitive proposals.*** Vendors interested in providing this product to the State of Montana are invited to provide a detailed description of their product. Written comments must be received by 2:00 p.m. local time, (insert date). Responses to this notice must be submitted within the eMACS procurement system. Questions can be submitted on the Q&A board in eMACS or directed to:

Contract Officer

Email address

Phone Number

A determination by the State not to compete this proposed purchase based upon responses to this notice is solely within the discretion of the State. If evidence presented reveals that more than one source is available to provide the product/services, the State may issue a competitive solicitation. If no evidence is presented in the timeframe specified, the State may proceed to award a contract to VENDOR NAME.

Thank you for your interest.