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 Services Division 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.

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| USE FOR VERBAL QUOTES |

**LIMITED SOLICITATION SUMMARY SHEET**

**(Purchases of $10,000 or more and less than $100,000)**

**Agencies must identify all information for the requested items or services, such as the manufacturer and model number, delivery and shipping requirements, and ending date for receipt of quotes. This information may be read to each vendor over the phone or provided in written form. All supporting documentation must be kept with this form.**

**Agency/Division:** Click to enter Agency/Division **Date:** Click enter Date

**Procurement Official:** Click to enter Procurement Official **F.O.B:** Click enter F.O.B

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| --- | --- | --- | --- |
| **PRODUCT DESCRIPTION:**  Click or tap here to enter text.  **REQUIRED DELIVERY DATE**: Click to enter date | | **BRAND/MODEL:**  Click or tap here to enter text. | |
| **VENDOR NAME**  **CONTACT PERSON**  **PHONE/FAX #**  **FEDERAL I.D. #** | Click enter Vendor Name  Click to enter Contact Person  Click to enter Phone/Fax Number  Click to enter Federal ID |  |  |
| **QUOTE PRICE** | Click to enter Quote Price |  |  |
| **AWARDED TO/**  **P.O. #** | Click to enter text. |  |  |