**Competitive Negotiation and Small Purchases Contracting Documentation**

Sample Document for NAGPRA Grants  
  
This format can be used for contracts for professional services and other procurement actions to document compliance with Federal procurement standards.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name and Grant Number | | | |
| Contract Type (check one) [ ] Professional Service [ ] Printing [ ] Equipment/Supplies [ ] Other | | | |
| Name of Contractors Contacted | Address | | Contact Name |
| A. |  | |  |
| B. |  | |  |
| C. |  | |  |
| D. |  | |  |
| E. |  | |  |
| F. |  | |  |
| G. |  | |  |
|  | | | |
| Comparative Summary of Responses Received | | | |
| Firm Name or Letter ID (above) | Date Quote Obtained | Price Quotation | How obtained? |
| A. |  |  |  |
| B. |  |  |  |
| C. |  |  |  |
| D. |  |  |  |
| E. |  |  |  |
| F. |  |  |  |
| G. |  |  |  |
|  | | | |
| Basis for Selection (check one) | | [ ] Lowest Price | [ ] Other |
| Selection criteria does not have to be lowest price; however, the explanation for the basis used must be provided. | | | |
| Description of basis for selection: | | | |
| Signature of Supervisor Verifying Accuracy | | | Date |