**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.

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| --- |
| 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 |