

## FEWER THAN THREE OFFERS RECEIVED EVALUATION

(To be used for all procurements over \$3,500 that received fewer than three quotes)

As required by Federal Transit Administration Circular FTA C 4220.1F Third Party Contracting Guidance, Rev. 4, March 18, 2013, and all subsequent editions, as available on FTA's website, [www.fta.dot.gov](http://www.fta.dot.gov).

If fewer than three offers were received, agency must contact each solicited company that did not respond and determine why a quote, bid or proposal was not received. Agency must contact MDOT for approval prior to purchase or award of third-party contract. Use multiple sheets if more than three vendors must be contacted.

AGENCY _____		
ITEM BEING PROCURED _____		PROJECT AUTHORIZATION _____
QUOTE, BID OR PROPOSAL DUE DATE _____	NUMBER OF SOLICITATIONS _____	NUMBER OF OFFERS RECEIVED _____
VENDOR NAME _____		DATE OF AGENCY FOLLOW-UP _____
METHOD OF FOLLOW-UP (Phone, E-mail, etc.) _____	DATE OF VENDOR RESPONSE _____	METHOD OF RESPONSE _____
REASON FOR NO RESPONSE:		
Lack competency _____		Lack available resources _____
Poor timing _____		Short response due date _____
Other (Please describe) _____		
VENDOR NAME _____		DATE OF AGENCY FOLLOW-UP _____
METHOD OF FOLLOW-UP (Phone, E-mail, etc.) _____	DATE OF VENDOR RESPONSE _____	METHOD OF RESPONSE _____
REASON FOR NO RESPONSE:		
Lack competency _____		Lack available resources _____
Poor timing _____		Short response due date _____
Other (Please describe) _____		
VENDOR NAME _____		DATE OF AGENCY FOLLOW-UP _____
METHOD OF FOLLOW-UP (Phone, E-mail, etc.) _____	DATE OF VENDOR RESPONSE _____	METHOD OF RESPONSE _____
REASON FOR NO RESPONSE:		
Lack competency _____		Lack available resources _____
Poor timing _____		Short response due date _____
Other (Please describe) _____		
(Attach additional sheets if necessary)		
Proposed action plan for fewer than three offers (must be approved by MDOT prior to execution of third-party agreement or purchase)		
Award contract based on: _____		
Extend deadline (modify solicitation). New deadline: _____		
New solicitation (request more quotes, rebid, issue new RFP) _____		
AGENCY REPRESENTATIVE _____	TITLE _____	
SIGNATURE _____		DATE _____
MDOT APPROVAL _____		DATE _____
If not approved, MDOT recommendation / comment _____		