

FEWER THAN THREE OFFERS RECEIVED EVALUATION
(To be used for all procurements over \$10,000 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.

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
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QUOTE, BID OR PROPOSAL DUE DATE	NUMBER OF SOLICITATIONS	NUMBER OF OFFERS RECEIVED
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VENDOR NAME	DATE OF AGENCY FOLLOW-UP
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METHOD OF FOLLOW-UP (Phone, E-mail, etc.)	DATE OF VENDOR RESPONSE	METHOD OF RESPONSE
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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
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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
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SIGNATURE	DATE
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MDOT APPROVAL	DATE
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If not approved, MDOT recommendation / comment