



MINNESOTA DEPARTMENT OF VETERANS AFFAIRS - Contracting & Bidding Log Sheet Please refer to the Grantee MDVA Grant Agreement (Ref: Section 4.3 Contracting and Bidding Requirements) for a complete list of the State's Contract & Bidding requirements.

- Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible.
- The grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

Grantee Name: _____ Date: _____ Grant Project Name: _____ Grant Year(s): _____

Grantee Authorized Representative _____ Phone Number: _____

Verbal/Written Quotes - Please retain all bidding notice and supporting bid documentation for written bids \$10,000 and above in the Grant File.

Date	Product or Service (identify as Budget Item on the Budget Expenditure Report)	Business Name	Business Address	Phone #	Business Representative Name	Quoted \$ Amount