

(d) A purchasing agency shall use the following procedures for the procurement of supplies, services, or professional services estimated to cost more than \$50,000, but not more than \$100,000; for concession contracts estimated to have gross receipts of more than \$50,000, but not more than \$100,000; or for construction estimated to cost more than \$50,000, but not more than \$200,000:

(1) for the solicitation,

(A) at least three firms or persons shall be contacted for a quotation or informal proposal and the procurement officer shall require the response to be made in writing; and

(B) the solicitation shall be made in writing and shall include the specifications, the award criteria, and the date and time responses are due;

(2) for the award, the purchasing agency shall

(A) make the award

(i) in accordance with the specifications and award criteria in the solicitation; and

(ii) to the responsive and responsible firm or person that submitted the lowest quotation or the informal proposal that is the most advantageous to the purchasing agency; and

(B) provide written notice of the award, including the name of the successful offeror, to each firm or person providing a quotation or informal proposal, and shall describe protest rights under [2 AAC 12.695](#) and the time limitations within which a protest must be received by the purchasing agency;

(3) as part of the file on the procurement, the procurement officer shall include

(A) a copy of the solicitation made under (1)(B) of this subsection;

(B) the names of the firms or persons contacted and copies of all written quotations or informal proposals received; and

(C) documentation of and the justification for the award.