

(c) justification for the award.

(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

(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 justification for the award.