





**STATE OF MONTANA
MONTANA TRANSPORTATION COMMISSION
DEPARTMENT OF TRANSPORTATION**

Policy No. POL 9.01.014	Subject: CONTRACT AWARD POLICY
Signature: <i>Signatures on File</i> <div style="text-align: center;">  _____ Montana Transportation Commission Chairperson </div> <div style="text-align: center; margin-top: 20px;">  _____ Michael T. Tooley Director </div>	Effective Date: 8/29/2019

1 PURPOSE

1.1 This policy provides the timeframes for letting and awarding contracts by the Montana Transportation Commission (Commission).

2 DEFINITIONS

2.1 Meeting - A meeting means the convening of a quorum of the membership of the Commission to hear, discuss or act upon a matter over which it has supervision, control, jurisdiction or advisory power. It includes corporal or electronic participation, including conference calls.

3 SCOPE (PERSONS AFFECTED)

3.1 This policy applies to all business units within Montana Department of Transportation (MDT) that serve to let, review and award construction contracts under § 60-2-111, MCA.

4 POLICY

4.1 The following timeframes will be followed to award contracts.

- 4.1.1 Contract lettings shall be held on Thursdays. The dates shall be published in advance of the letting.
- 4.1.2 MDT staff will meet to review bids and formulate its recommendations to the Commission concerning the bids within 5 business days of the letting.
- 4.1.3 MDT will send the staff recommendation letter and supporting documents to the Commissioners by email prior to the Commission meeting.

4.1.4 The Commission meeting to award contracts shall be no more than 10 business days after the letting date. The meetings will generally be scheduled on Tuesdays. The Commission Chair may notice meetings on a day other than Tuesdays to accommodate scheduling conflicts.

5 CLOSING

5.1 Questions concerning this policy should be directed to MDT Engineering Division.

6 REFERENCES

6.1 § 60-2-111, MCA

7 ADDITIONAL DOCUMENTS

7.1 Not applicable.

8 KEYWORDS

8.1 Not applicable.

Revision History

DATE OF REVISION	REVISION # OF POLICY	REASON FOR MODIFICATION	AUTHOR OF REVISION
August 29, 2019	Policy # 14 Montana Transportation Commission (resc) Revision occurrence #1	Rescinded – Outdated Policy Format (Non-compliant per MDT PRO 1.01.001)	Valerie Wilson, Professional Services Division Administrator
August 29, 2019	Policy # POL 9.01.014 Associated Policy #: Policy 14 (resc) Revision occurrence #2	New Policy Format	Paul Grant, Policy Specialist