
MONTANA TRANSPORTATION COMMISSION POLICY STATEMENT

Adopted by the Montana Transportation Commission
during regular session on November 22, 2002
Policy Number 14

EXPEDITE CONTRACT AWARDS

Contractors securing permits has become complex and very time consuming. A contractor cannot begin the permit application process until the Commission awards the contract. In order move the award process along expeditiously the following guidelines will become effective on the date it is approved.

GUIDELINES FOR AWARD PROCESS

The following steps will be followed to contract awards.

1. Contract lettings are held on Thursdays and those dates are set one year in advance.
2. On the next Thursday following the letting (7 days) a review meeting will be held to formulate recommendations.
3. The recommendation for award letter will be faxed or emailed to the Commissioners the next Friday (8 days after the letting). This letter will contain the Department's recommendations for award and a conference call schedule.
4. The conference call to award the contracts will be held the next Monday after the award letter is sent (11 days after the letting date). If the Monday that is set for award is a holiday the award day will be moved to Tuesday, which will be 12 days after the bid opening.

Chairman, Montana Transportation Commission

