

**TELEPHONE SOLICITATION LOG
(\$2,500 or LESS)**

MDH, Office of Procurement and Support Services (OPASS), Room 416, 201 W. Preston Street, Balto., MD 21201 (410) 767-5816 FAX (410) 333-5958
CHECK ITEMS OR FILL IN THE BLANKS, AS APPROPRIATE

SPECIFIC SOLICITATION IDENTIFYING INFORMATION

	STANDARD SERVICE		HUMAN SERVICE	
ADPICS Requisition #		FMIS Appropriation Code	M00	
SUBMITTING UNIT		FMIS Department Code	M	
ADDRESS:				
MDH CONTRACT MONITOR		PHONE/FAX		
Anticipated Start Date		End Date		
Description of Services:				

TELEPHONE SOLICITATION DETAILS

Submit as part of the Solicitation Package for a Small Procurement to (OPASS) at the address provided above.

1. NAME OF FIRM		SSN OR FEIN		
ADDRESS:				
VENDOR CONTACT MONITOR		PHONE/FAX		
BID	\$	SBR #	MBE #	
NOTES:				
2. NAME OF FIRM		SSN OR FEIN		
ADDRESS:				
VENDOR CONTACT MONITOR		PHONE/FAX		
BID	\$	SBR #	MBE #	
NOTES:				
3. NAME OF FIRM		SSN OR FEIN		
ADDRESS:				
VENDOR CONTACT MONITOR		PHONE/FAX		
BID	\$	SBR #	MBE #	
NOTES:				

If fewer than three telephone solicitations were made, explain in detail:

I attest to the accuracy and completeness of this Procurement Package:

Type/Print Name of Procurement Coordinator-PHONE	Signature of Procurement Coordinator/Date
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Attach a separate sheet for additional information as necessary. A letter acknowledging receipt of this package will be sent to the MDH Procurement Coordinator .

MDH/OPASS (09/2008)