

Doing Business with ATN

Introduction

ATN develops and issues solicitations for all goods, inventory items, consultant and professional services. The Contract Administrators employed by the ATN are responsible for these purchasing activities and are the primary point of contact for vendors.

The Contract Administrator conducts pre-proposal or pre-bid meetings to discuss and clarify the ATN's requirements. In addition, the Contract

Administrator negotiates contract terms, meets with vendors to resolve contractual differences and issues amendments to existing contracts. The Contract Administrator is also available to meet with a firm whose proposal was not selected to debrief them on their proposal's strengths and weaknesses.



ATN purchases are made in two competitive ways:

1. Informal Solicitations - Requirements \$50,000 or less
2. Formal Solicitations - Requirements over \$50,000

Merchant Processing RFQ

RFP 2012-03 for Environmental Services and Permits

RFP 2012-03 for Environmental Services and Permits- Attachment 1

Labor, Wage Survey RFP

Attachment A – Draft Agreement for Services

Purchase Orders and Contracts

Purchase orders or contracts are issued after an award is made to the successful firm. A copy of the signed document will be sent to the firm. The firm and ATN are contractually bound to the terms and conditions of the signed document.