**CONTRACTOR ENGAGEMENT PROPOSAL**

**CHECK LIST**

**All of these documents must be in the completed CEP before CEP will be approved in eMACS**

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| --- | --- |
|  | **Requisition and ITPR in Internal Notes** |
|  | ­**Setup Tab**   * Reporting Commodity Code 1020 * Forced Vendor Invitation by Commodity Code is NO * Visible to Public is NO * Estimated Value Field is Complete and matches the Requisition * Dates entered are adequate (open and close dates are no less than 3 weeks apart) |
|  | ­­**Description** **Tab** is complete.   * Make sure the Admin Fee Statement is included |
|  | **Prerequisites Tab**   * Coversheet and Proposal Instructions included * Evaluation Criteria complete and accurate (including Equal Pay for MT women) * Q&A Certify and Submit Prerequisite is entered * Verify all other prerequisite content |
|  | **Buyer Attachments Tab**   * Statement of Work or Position Description is accurate/complete |
|  | **Questions Tab**   * The Questions Tab is set up to collect all necessary information for the CEP (e.g., contact name, response to Statement of Work or Position Description. |
|  | **Items Tab**   * The Items Tab is set up to collect all necessary information for the CEP (e.g. hourly rate or lump sum project total). |
|  | **Vendor Tab**   * Vendors are added to the event via the “Add Vendors from Group” option, and Master IT Contractor’s has been selected. |