**TIER II SOLICITATION CHECKLIST**

**MASTER CONTRACT FOR IT SERVICES**

All of these documents must be completed before Tier Two Solicitation will be approved in eMACS

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|[ ]  Requisition in Internal Notes |
|[ ]  **Setup Tab*** Reporting Commodity Code 1020 IT Services is selected as Reporting Commodity Code (additional commodity codes may be selected as agency deems necessary)
* Forced Vendor Invitation by Commodity Code is NO
* Visible to Public is NO
* Estimated Value Field is Complete and matches Requisition
* Dates entered are adequate (open and close date 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
* Prevailing Wage is included (if needed)
 |
|[ ]  Buyer Attachments Tab* Statement of Work Task Order is accurate/complete
* Equal Pay for Montana Women Certificate is attached
 |
|[ ]  Questions Tab* Questions Tab is set up to collect all necessary information for the Statement of Work Task Order (e.g. contact name, response to Statement of Work, Equal Pay for Montana Women Certificate).
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|[ ]  Items Tab* Items Tab is set up to collect all necessary information for the Tier Two Solicitation (e.g., lump sum project total).
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|[ ]  Vendor Tab* Vendor’s are added to the event via “Add Vendors from Group” option, and Master Contract for IT Services has been selected.
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