APPENDIX 32

CONTRACTOR ENGAGEMENT PROPOSAL (CEP) CHECKLIST

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

__________ Requisition and ITPR in Internal Notes

__________ Setup Tab
✓ Reporting Commodity Code 1009
✓ 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 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 are accurate/complete
✓ Equal Pay for Montana Women Certificate is attached

__________ Questions Tab
✓ 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, Equal Pay for Montana Women Certificate, Dark Money Declaration/Disclosure).

__________ Items Tab
✓ Items Tab is set up to collect all necessary information for the CEP (e.g. hourly rate, or lump sum project total).

__________ Vendor Tab
✓ Vendor’s are added to the event via “Add Vendors from Group” option, and Master IT Contractor’s has been selected.