

## Solicitation File Checklist

eMACS maintains the official solicitation record. Most of the documentation is contained in the system. (e.g., vendor list, bids/proposals, etc.), however, the Contracts Officer **must** upload the following items under the solicitation's 'Internal Notes' section.

### Invitation for Bid (IFB)

- Record of the completed requisition, appropriate approvals, and all supporting documents received from the Agency. *(NOTE: if the solicitation was created from the eMACS requisition, this would be linked to the solicitation, please verify)*
- Approved ITPR (If applicable). **Note:** Conditional ITPRs are also acceptable; however, please ensure all conditional clauses of the ITPR have been met before awarding.
- Approved sole brand justification (if applicable).
- Pre-bid conference sign-in sheet and any handouts (if applicable).
- Applicable correspondence with bidders and agency staff outside the Q & A Board.
- Trade Secret documentation and approval/denial documents.
- Non-responsive/non-responsible determination (if applicable).
- Verification of suspension/debarment search.
- Protest documentation (if applicable).
- Notice of Intent to Award (NOIA). This is uploaded into the solicitation to ensure that the public was notified of the state's intention to award for a minimum of seven days before contract execution.
- Public comments that were received during the NOIA process.