

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.

Request for Proposals (RFP) or Contract Engagement Proposal (CEP)

- 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-proposal 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).
- Signed Non-Disclosure and Conflict of Interest form for each Evaluation Committee member and Subject Matter Expert (SME).
- Evaluation Meeting attendance sheet.
- Invitations for Product Demos/Interviews to Offerors.
- Clarification, Negotiation, and/or BAFO documents (if applicable).
- Recommendation to Award from Committee.
- Final Scoring Matrix.
- Notification of Award sent to Offerors.
- Request for Documentation to the highest scoring offeror.
- Notice of Intent to Award (NOIA). 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 (N/A for CEP).
- Public comments that were received during the NOIA process.