**Tier Two Solicitation**

**Master Contract for Environmental Services**

**Cover Sheet + Proposal Instructions**

**Project Name:** [Insert Project Name]

**Solicitation #:** [assigned in eMACS]

**Agency:** [Insert Agency]

**Proposal Instructions:**

1. Review

If you are interested in providing services for this project, carefully read the following in eMACS, Buyer’s Attachments:

1. Statement of Work
2. Evaluation Criteria
3. Questions and Answers

Questions on the solicitation should be submitted via eMACS. Questions must be submitted by MM/DD/YYYY. Answers to the questions will be posted on or beforeMM/DD/YYYY**.**

### Contract Manager:

Insert contact information

1. Tier Two Solicitation Response

Provide a response to all information requested in the solicitation. Response must address all sections and subsections of the Statement of Work Task Order.

1. Submit Response

Submit the completed Response via eMACS:

Date: [established by agency]

Time: **2:00pm, MST/MDT**

Offerors must submit their response in eMACS. (.PDF or MS Word). No printed copies of the proposals are required.

**NOTE:** eMACS requires files loaded in Vendor Attachments to be saved in two different pop-up windows. If the second save is not done, the file will not load correctly. Single file size is limited to 50MB.

**Late Proposals. *Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.*** It shall be the Contractor’s sole risk to assure delivery (via eMACS) by the designated Date &Time.