**TIER II SOLICITATION CHECKLIST**

**MASTER CONTRACT FOR ENVIRONMENTAL 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 1636 Environmental 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 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
 |
|[ ]  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, etc.).
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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 Environmental Services has been selected.
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