**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.). |
|  | Items Tab  * Items Tab is set up to collect all necessary information for the Tier Two Solicitation (e.g., lump sum project total). |
|  | Vendor Tab  * Vendor’s are added to the event via “Add Vendors from Group” option, and Master Contract for Environmental Services has been selected. |