**CONTRACTOR ENGAGEMENT PROPOSAL**

**CHECK LIST**

**All of these documents must be in the completed CEP before CEP will be approved in eMACS**

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|[ ]  **Requisition and ITPR in Internal Notes** |
|[ ]  ­**Setup Tab*** Reporting Commodity Code 1020
* Forced Vendor Invitation by Commodity Code is NO
* Visible to Public is NO
* Estimated Value Field is Complete and matches the Requisition
* Dates entered are adequate (open and close dates are no less than 3 weeks apart)
 |
|[ ]  ­­**Description** **Tab** is complete. * Make sure the 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
 |
|[ ]  **Buyer Attachments Tab*** Statement of Work or Position Description is accurate/complete
 |
|[ ]  **Questions Tab*** The Questions Tab is set up to collect all necessary information for the CEP (e.g., contact name, response to Statement of Work or Position Description.
 |
|[ ]  **Items Tab*** The Items Tab is set up to collect all necessary information for the CEP (e.g. hourly rate or lump sum project total).
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|[ ]  **Vendor Tab*** Vendors are added to the event via the “Add Vendors from Group” option, and Master IT Contractor’s has been selected.
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