**State of Montana**

**Contractor Engagement Proposal**

Cover Sheet + Proposal Instructions

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

**Solicitation/CEP #:** [Completed by State Procurement Bureau (SPB)]

**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 or Position Description
  2. Contractor Engagement Proposal (CEP) and Evaluation Criteria

1. 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

Name

Phone

Email

1. CEP Response

Provide a response to all information requested in the CEP. The response must address all sections and subsections of the CEP.

1. Submit Response

Submit the completed CEP Response via eMACS:

Date: [established in conjunction with SPB]

Time: **2:00 PM, 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.