

Contractor Engagement Proposal

Proposal Instructions

Narrative:

Title: **Computer Systems Analyst/Developer**

Agency: Office of Public Instruction

This project is under the following Service Category: **Staff Augmentation**
Only Contractors qualified in this Service Category may submit a response.

Proposal Instructions:

A. Review.

If you are interested in providing services for this project, carefully read the following:

1. Job Description (and any Attachments or Supplemental Files)
2. Contractor Engagement Proposal (CEP)
3. Evaluation Criteria (included in the CEP)

B. Questions and Answers.

Questions on the process/instructions should be submitted to the Contract Manager referenced below. Basic questions can be answered via a phone call. Questions on the project, CEP, SOW, or other materials, must be submitted in writing or via e-mail to the Contract Manager. Questions must be submitted by **Sunday November 30, 2014**. Answers to the questions will be posted on or before **Wednesday December 3, 2014**.

Contract Manager:

Steve Haynes

Ph: 406-444-2516

Email: SHaynes@mt.gov

C. CEP Response.

Provide a response to all information requested in the CEP. Response should be limited to addressing: **candidate qualifications, hourly rate, and availability** (book / 3-ring binder sized proposals are not required or expected – the CEP process is suitable to considerable streamlining [when compared to CEP's in other service categories]).

D. Submit Response

Submit the completed CEP Response to:

Steve Haynes

Ph: 406-444-2516

Email: SHaynes@mt.gov

Date: **Thursday, December 11, 2014**

Time: **2:00pm MST**

Offerors must submit **one proposal in electronic format** (.PDF or MS Word, on a CD or USB Flash Drive) to the location named above (either delivered in person or by one of the parcel delivery service companies). No printed copies of the proposals are required. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to:

**Master Contract CEP
CEP 15-OPI-SA-06**

Proposals must be received at the Location above prior to the Date and Time above.

For purposes of meeting the above deadline, no facsimile responses or electronic submissions will be accepted.

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 at the above Location by the designated Time. Late proposals will not be opened and may be returned to the Contractor at the expense of the Offeror or destroyed if requested.