

Contractor Engagement Proposal

Proposal Instructions

Narrative:

Title: Aeronautics Pilot and Registration System/Staff Augmentation

Agency: MDT

This project is under the following Service Categories: **Staff Augmentation or Distributed Applications** Only Contractors qualified in either of these Service Categories may submit a response.

Proposal Instructions:

A. Review.

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

1. Project Specific Job Description
2. Evaluation Criteria

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 job description must be submitted in writing or via e-mail to the Contract Manager. Questions must be submitted by **12/29/2014**. Answers to the questions will be posted on or before **01/05/2015**.

Contract Manager:

Steve Haynes

Ph: 406-444-2516

Email: SHaynes@mt.gov

Fax: 406-444-4644

C. CEP Response.

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

D. Submit Response

Submit the completed CEP Response to:

Steve Haynes, State ITSD
125 N. Roberts St., Room 224
Helena, MT 59601

Date: **January 13, 2015**

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-MDT-SA-07**

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.