# Solicitation Process: Award Memo to File

# Contract Number: 05316 Vehicle Lifts and Garage Associated Equipment

| **Step** | **Action/Expectation** | **Who** | **Tool/Tip** | **Scheduled Date** | **Actual Completion Date** | **Comments/Attachments** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Assign Contracts Specialist to conduct research | Team E | [Workload Management](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/WorkloadMgmt.docx)  [Prioritization Visual Management](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/PrioritizationWS.xlsx?Web=1) | 6/29/2016 | 7/6/2016 | **Contracts Specialist:** Philip Saunders |
| 2  \* | Research and determine if a master contract is necessary/appropriate | Team E | [Decision Criteria Guidelines](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/MCDetermination.docx)  [Research Worksheet](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/Worksheet.docx)  [PCMS Remarks](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/RemarksPCMS.docx) | 12/7/2015 | 12/7/2015 | **Type:** Rebid  New  **Does the market research support a Master Contract?**  Yes  No  **Number of Customers:** Critical Contract for All State Agencies, Poly-Subs, ORCCP, and NASPO ValuePoint Cooperative with multiple States.  **Sales Amount:** $12,282,616  **Exceptions Reason (if applicable):** |
| 3 | Populate a contract number in PCMS and create an electronic folder | Procurement Coordinator | [PCMS User Guide](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/PCMS-UG.docx)  [Filing Structure/Records Retention](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/FilingRecordsRetention.docx) | 6/29/2016 | 6/29/2016 | **Contract Number:** 05316 |
| 4 | Do contracts risk assessment | Team E | [Risk Assessment Tool](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/RA-Tool.docx) | 6/10/2016 | 6/10/2016 | **Risk Level (check one):**  High  Medium  Low |
| 5 | Determine contract assignment using risk, capacity and team priority | Team E | See data collected in step 1 | 11/2/2015 | 11/2/2015 | **Contracts Specialist:** Philip Saunders |
| 6 | Populate contract information in PCMS | Procurement Coordinator | [PCMS User Guide](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/PCMS-UG.docx) | 6/9/2016 | 6/10/2016 | **Replaces Contract Number:** 06405  **Contract Type (all that apply):** New  Rebid  NASPO/ValuePoint  Restricted Use  N/A |
| 7  \* | Communicate rebid or new contract and request stakeholder participation:   1. Purchasing Bi-Weekly Bulletin; 2. WACS mailing list, 3. PCMS “web” remark 4. Email top contract users 5. Other | Procurement Coordinator | [Communication Tools](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/CommunicationTools.docx)  [PCMS Remarks](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/RemarksPCMS.docx) | 7/6/2016 | 7/6/2016 | **Tools Used:** Broadcast Email  WACS Group  PCMS Remarks  Contract Users  Other NASPO ValuePoint broadcasted to all States of opportunity. |
| 8  \* | Create and manage stakeholder team | Procurement Coordinator | [Stakeholder Guide](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/Stakeholders.docx) | 7/6/2016 | 11/15/2016 | **Number of Specific Stakeholders Contacted:** 10  **Number of Stakeholders Responded:** 4  **Number of Stakeholders** Willing/Able to Participate: 4  Stakeholder Members: Tracy Roscher (King County), Brenda Lacey (Pierce Transit), Jeff Peterson (Intercity Transit), Paul Koleber (Intercity Transit) Final Team **Notes:** The Stakeholders include buyers, mechanics, and grant managers.  **Meetings and Outcomes:** Meetings were productive with new specifications and making the contract different than the last contract with numerous options available. |
| 9 | Develop Solicitation Strategy  Deal Points to Consider   * Term * Economic Adjustment/Price * Award Type * Vendor Inclusion: Diverse, Small and Veteran Owned * Green * Solicitation Type * Risk Mitigation | Procurement Coordinator | [Strategic Plan](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/StrategyPlan.docx)  [Determining Solicitation Type](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/SolicitationTypeMatrix.docx) | 6/29/2016 | 11/17/2016 | **Term:** 5  **Economic Adjustment:** Yes No  Annual adjustments can be made on the anniversary award date of contract and if in accordance with PPI.  **Anticipated Award Type (check all that apply):** Statewide  Regional  County  Categories  Single Vendor  Multiple Vendors  Cooperative  **Other:** Cooperative agreements for wider distro.  **Vendor Inclusion:** Diversity, Small and Veteran **Considerations:** Manufacturers and Dealers  **Green Considerations:** Recycled metals used.  **Solicitation Type (check one):**  IFB/RFQ  RFP  RFQQ |
| 10 | Review Solicitation Strategy | Team | Consult with team and receive feedback on the strategy established in step 9 to ensure all points of consideration are covered | 6/29/2016 | 11/17/2016 | **Notes:** Consulted with solicitation team, Veronica Field, Keith Farley, and Cynthia Shaw on execution timelines combined with workload capacity. |
| 11\* | Conduct Request for Information (if applicable) | Procurement Coordinator | [Request for Information](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/RequestForInfo.docx) | 11/1/2016 | 11/2/2016 | **Outcomes:** ALI Certification information and contacts directly with Automotive Lift Institute established for industry standard and contract requirement. |
| 12 | Develop solicitation and Bid Tab | Procurement Coordinator | [IFB Template](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/IFBTemplate.doc)  [Bid Tab Guidelines and Samples](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/BidTab.docx) | 4/7/2017 | 5/12/2017 | **Management Fee**:  .0100%  Other Click here to enter other amount.  Note: Fee changes made with AD approval only  **Estimated Sales:** $1,800,000  **Term:** 3 |
| 13\* | Schedule pre-bid | Procurement Coordinator | [Schedule Meeting Room](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/SchedulingMtgs.docx)  [Pre-Bid Definition and Check List](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/PreBid.docx) | 4/7/2017 | 5/12/2017 | **Key Notes:** |
| 14 | Plan Q&A period | Procurement Coordinator | [Q&A Guidance](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/QAPeriod.docx)  [Q&A Template](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/QATemplate.docx) | 4/7/2017 | 5/12/2017 | **Key Notes:** |
| 15\* | Obtain solicitation reviews and revise accordingly | Procurement Coordinator | [Stakeholder Guide](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/Stakeholders.docx)  [Review Guidelines](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/PeerSupReviews.docx)  [Peer Checklist](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/PeerReview.docx)  [Supervisor Checklist](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/SupReview.docx) | 5/10/2017 | 5/11/2017 | **Stakeholders:** Mark Carroza (Connecticut), Blaine Schrader (Delaware), Theresa Johnson (Oklahoma), Billy Beard (Mississippi)  **Peers:** Veronica Field and Keith Farley  **Supervisor:** Cynthia Shaw  **Legal (if Medium or High Risk):** Greg Tolbert |
| 16\* | Post solicitation to WEBS | Procurement Coordinator | [WEBS Solicitation Process](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/WebsSolProcess.docx)  [Courtesy Posting Instructions](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/CourtesyPost.docx)  [Courtesy Posting Template](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/CourtesyPostTemplate.doc) | 5/12/2017 | 5/12/2017 | **Solicitation Availability:** 20  **Commodity Codes:** 071-03,071-4,962-17,071-14,071-17, 071-15,071-16,071-20,071-77,071-80,071-90,071-91, 071-92  **# of Vendors Notified:** 468  **# of Minority Owned Vendors:** 1  **# of Women Owned Vendors:** 3  **# of Minority and Woman Owned Vendors:** 1  **# of WA Small Business Vendors:** 68  **# of WA Mini Business Vendors:** 7  **# of WA Micro Business Vendors:** 13  **# of Veteran Owned Vendors:** 6 |
| 17\* | Host pre-bid conference | Procurement Coordinator | [Pre-Bid Definition and Check List](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/PreBid.docx)  [Sign-In Sheet](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/PrebidSign-inSheet.doc) | 12/28/2016 | 12/28/2016 | **Significant Items to Note:** Derek Wyman (Creative Bus Sales) joined via Phone  **# of Companies:** 2-ADA Van Companies  **# of Stakeholders:** 4 |
| 18\* | Post Q&A Document to WEBS | Procurement Coordinator | [WEBS Solicitation Process](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/WebsSolProcess.docx) | 11/18/2016 | 12/21/2016 | Two separate Q & A documents were completed and posted 12/7/16 and 12/19/16. |
| 19 | Respond to complaints | Procurement Coordinator | [Complaint Process](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/ComplaintProcess.docx)  [Complaint Response Sample](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/ComplaintResponse.docx) | N/A | N/A | **Complaints:** Yes  No  **If yes, how many:** 1  **Complaint Details:** |
| 20\* | Issue solicitation amendment(s) (if applicable) | Procurement Coordinator | [Solicitation Amendment Template](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/SolAmd.docx)  [WEBS Solicitation Process](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/WebsSolProcess.docx) | 5/12/2017 | 5/26/2017 | **# of Amendments:** 3  **Summarize Purpose of Amendments:** Three separate amendments were posted 11/18/16 11/21/16 and 12/7/16. |
| 21\* | Receive bids | Procurement Coordinator | [Electronic Bids](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/ReceivingElectronicBids.docx)  [Hard Copy Bids](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/ReceivingHardCopyBids.docx) | 12/28/2016 | 12/28/2016 | **Date Solicitation Closed:** 12/28/2016**-**2 PM PST  **Format Bids Received:** Electronic  Hard Copy  **# of Bids Received:** 9 |
| 22 | Perform responsiveness check (Admin check) | Procurement Coordinator | [Responsiveness Check Instructions](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/ResponsivnessCheck.docx) | 12/30/2016 | 12/30/2016 | **# of Bids Responsive:** 7  **Any Clarifications/Discussions:** |
| 23 | Evaluate bids | Procurement Coordinator | [Instructions to Evaluators](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/EvaluatorInstructions.docx)  [Bid Evaluations Guidelines](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/EvaluationGuidelines.docx)  [Responsibility Check Instructions](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/ResponsibilityCheck.docx) | 12/28/2016 | 1/7/2017 | **# of Bids Responsible:** 3  **Any Discrepancies:** N/A |
| 24 | Notify Rejected Bidders |  | [Bidder Notifications and Award](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/NotificationsAward.docx) | 1/26/2017 | 1/26/2017 | **# of Rejected Bidders:** 2 ESLEC and MAHA USA |
| 25 | Contract negotiation | Procurement Coordinator | [Negotiation Guidelines](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/Negotiations.docx)  [Negotiations Summary](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/NegotiationSummary.docx) | 2/9/2017 | 2/9/2017 | **Negotiation Topics:** Delivery dates for new technology can be longer due to manufacturer time and more garage associated equipment will be added at a later time. |
| 26\* | Send (MTF to date/bid tab) to Supervisor for review/approval to award | Supervisor |  | 2/6/2017 | 2/6/2017 | **Supervisor Approval:** Cynthia Shaw |
| 27\* | Send (MTF to date and drafted contract with bid tab) to Signature Authority for review/approval to award | Signature Authority |  | 2/8/2017 | 2/8/2017 | **Award Approval:** Cynthia Shaw sent back contract for distribution back to bidders after full legal review from Greg Tolbert |
| 28\* | Announce Apparent Successful Bidder(s) | Procurement Coordinator | [Post Bid Tab](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/BidTabPosting.docx)  [Bidder Notifications and Award](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/NotificationsAward.docx) | 1/26/2017 | 1/26/2017 | **# of Successful Bidders:** 6  **# of Unsuccessful Bidders:** 1 ARI Phoenix |
| 29\* | Conduct debriefs (if requested) | Procurement Coordinator | [Debrief Guidelines](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/DebriefGuidelines.docx) | 2/8/2017 | 2/8/2017 | **Debriefs:** Yes  No  **If yes, how many:** 1  **Requestor Name and Date Held:** Mr.Radu Pop representingMAHA USA. MAHA USA bid was rejected for not following Section 3.6 Exhibit B Specification/Price Sheet as solicitation requirements. The wrong pricing sheet was submitted and categories not followed. The debrief was conducted at 8:00 -8:30 A.M. 2/8/17 and Mr. Pop realized the error and agreed with decision of DES to reject bid but was given clear instructions and assistance on how to correct mistakes and be fully prepared for next bid opportunity. |
| 30\* | Forward Protests (if received) | Procurement Coordinator | [Protest Process](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/ProtestProcess.docx)  [Protest Intake Form](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/BidProtestIntakeForm.xlsx) | N/A | N/A | **Protests:** Yes  No  **If yes, how many: N/A**  **Requestor Name and Date Forwarded to Protest Manager** [**Becci Riley**](mailto:Becci.Riley@DES.wa.gov)**:** |
| 31\* | Obtain Signature (Vendor first) |  | [Obtaining Signatures](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/ObtainingSignature.docx) | 2/9/2017 | 2/9/2017 | **Notes:** Vendors sent emailed contracts back via PDF. Cynthia Shaw then signed and contract specialist scanned back signed documents to vendors. |
| 32\* | Make announcement of award through WEBS | Procurement Coordinator | [WEBS Solicitation Process](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/WebsSolProcess.docx) | 2/10/2017 | 2/10/2017 | **Notes:** NASPO ValuePoint Management Board approved award recommendation 1/25/17 before moving forward with awarding vendors. |
| 33\* | Send contract and award letter to awarded vendors | Procurement Coordinator | [Award Letter](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/AwardLetter.docx)  [Vendor Onboarding](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/VendorOnboarding.docx) | 2/10/2017 | 2/10/2017 | **Include Awarded Vendors:** Creative Bus Sales-All Categories, Schetky Bus & Van Sales-All Categories, Zenith Sales-Full Size Van Category Only |
| 34 | Populate remainder of PCMS | Procurement Coordinator | [PCMS User Guide](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/PCMS-UG.docx) | 2/9/2017 | 2/9/2017 | Also populated NASPO ValuePoint Contract Portal 2/9-10/17 |
| 35 | Prepare and post all documents to portal page | Procurement Coordinator | [Portal Page Guidelines](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/PortalPagePosting.docx) | 2/9/2017 | 2/9/2017 | All updates complete 6/30/17 6:00 P.M. |
| 36 | Make announcement of award through:   1. Purchasing Bi-Weekly Bulletin; 2. WACS mailing list, 3. PCMS ‘web’ remark 4. Email top contract users 5. Other Prepare and post all documents to portal page | Procurement Coordinator | [Communication Tools](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/CommunicationTools.docx)  [PCMS Remarks](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/RemarksPCMS.docx) | 2/10/2017 | 2/10/2017 | **Tools Used:** Broadcast Email  WACS Group  PCMS Remarks  Contract Users  Other NASPO ValuePoint announced to multiple states. |

Key:

\*Indicates when a [PCMS Remark](http://sp.des.wa.gov/des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/MCC_FormsAndTemplates/RemarksPCMS.docx) is necessary

**Team**: Mark Carroza (Connecticut), Blaine Schrader (Delaware), Theresa Johnson (Oklahoma), Billy Beard (Mississippi)  **Contract Specialist**: Philip Saunders 05316, **Supervisor**: Cynthia Shaw