

**Procedures for submitting construction requirements to the Montana State Office  
Procurement (MT935) (December 26, 2007)**

Submit the following information via IDEAS through RDE for commitment accounting and then to the MT931b Procurement Team Cabinet:

1. Purchase Request (PR): An estimated dollar amount and a valid funding code must be entered in the appropriate blocks. A supervisory approval sheet must be attached to the PR and approved by the official responsible for the funds.
2. Bid Schedule: Include this information directly on the PR.
3. 1510-5 data: The 1510-5 is no longer used; however, the data is still required. The information should now be submitted by using the form in IDEAS called "Purchase Req Attachment" or by including the information in the comments block of the PR form. This information includes the project location, the county/district office, liquidated or actual damages with the calculation sheet, the designated COR and PI, the basis for award, the period of performance (including inclement weather days) and site inspection. Attach the "Purchase Req Attachment" to the PR.
4. Independent Government Estimate (IGE): This document should reflect the Government's breakdown of the estimated price of the items on the bid schedule. Save the estimate as a separate Word document and attach to the PR in IDEAS. Label this document "Government Estimate".
5. Time Completion: Save this document as a separate Word document and attach to the PR in IDEAS. Label this document "Time Completion".
6. Specifications: Merge the individual specification sections/files into a **single** PDF file and attach to the PR. Label this PDF file "Specifications".
7. Drawings: Convert the drawings to PDF files. Half-size drawings (11x17) are the best size for posting electronically. Only black line drawings are acceptable (no color). Attach the PDF file(s) to the PR and label each PDF file with the name of the drawing. If you have several large PDF files, you can zip all the files into a single file. Label this zip file "Drawings". The maximum size of a file that can be sent to Electronic Commerce (EC) is 50 megabytes. Please don't use numbers when naming the drawings.
8. Maps: Convert the maps to PDF files. Attach the map(s) to the PR and label each map with the name of the map, i.e. location map, area reference map, etc. If you have several large PDF files, you can zip all the files into a single file. Label this zip file "Maps". The maximum size of a file that can be sent to EC is 50 megabytes. Please don't use numbers when naming the maps.

Submit one set of the specifications, maps, and drawings in hard copy.