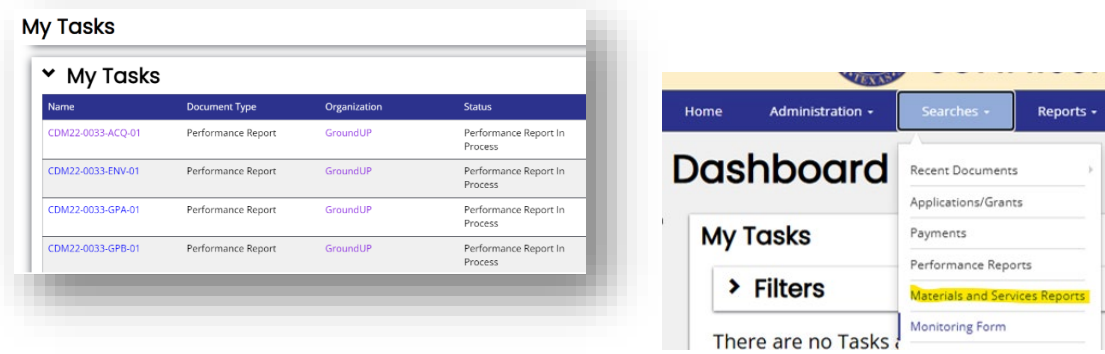


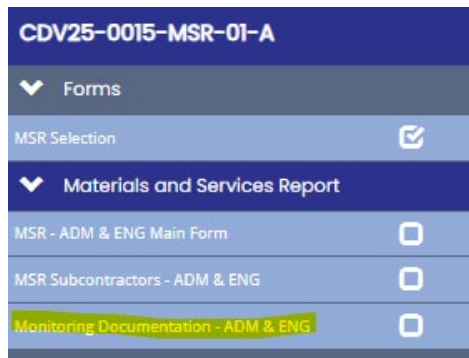
How to Complete the MSR Monitoring Documentation Page for Non-Construction Services

1. Login and navigate to the Application/Grant Agreement. Materials and Services Reports for administration and engineering services should appear in your My Tasks, or you can use the search function.



Complete the MSR – ADM & ENG Main Form and MSR Subcontractor form as usual.

2. In the blue navigation bar, click “Monitoring Review Form”.



3. Upload all required documents to the appropriate field

How to Complete the MSR Monitoring Documentation Page for Non-Construction Services

Monitoring Documentation – A+E

Please upload all required monitoring documentation and save the page.

Administration or Engineering Procurement

Documentation of Selection Committee member, including names and titles	Browse Drag Files Here
Request for Proposal (RFP/RFQ)	Browse Drag Files Here
Newspaper advertisement (digital tear sheet or copy of advertisement and publisher's affidavit)	Browse Drag Files Here
Letters of solicitation: proof of mailing OR received/read receipt if sent electronically	Browse Drag Files Here
Respondent replies to RFP/RFQ; including copies of all proposals received by the city/county	Browse Drag Files Here
Rating Sheets	Browse Drag Files Here
Summary Score Sheet	Browse Drag Files Here
Minutes awarding contract to the administration firm (Resolution or Form A506 does not substitute for approved minutes)	Browse Drag Files Here
Complete executed contract	Browse Drag Files Here
Evidence of SAM clearance prior to award	Browse Drag Files Here

All Uploads Complete

If the minutes of award are not yet available when the MSR is ready to submit, this field may be left blank. All other upload fields must be complete.

Check the box marked All Uploads Complete only if every required document has been provided.

4. Submit the MSR

In the blue navigation bar under Status Options, click “Submit Vendor Selection”.

How to Complete the MSR Monitoring Documentation Page for Non-Construction Services

CDV25-0015-MSR-01-A

Forms

MSR Selection

Materials and Services Report

MSR - ADM & ENG Main Form

MSR Subcontractors - ADM & ENG

Monitoring Documentation - ADM & ENG

Status Options

Submit Vendor Selection

5. If local governing body minutes of award were not initially included:
 - a. Group B may be approved based on the MSR Main Form, however
 - b. The MSR will not be accepted by TDA staff until minutes are provided.Construction funds will be released only with an accepted MSR.

As soon as minutes are available:

- Upload the minutes to the Monitoring Documentation form.
- Check the box marked All Uploads Complete, and
- Email the assigned Grant Specialist to notify them the MSR Monitoring Documentation is complete.