**Training Services Invitation to Qualify (ITQ)**

**Instructions for Public Posting of Awards for Solicitations Greater Than $250,000**

Agencies must post the following documents onto the awards section of the eMarketplace website.

It is recommended that Agency review all posting documentation with their respective Purchasing Department prior to posting.

REQUIRED, BUT NOT LIMITED TO, POSTING DOCUMENTATION:

(All documentation should be reviewed and redacted, if applicable, before posting)

$250,000 or Greater:

* Recommendation for Best Value Selection Memo;
* Final Technical Submittal that incorporates all revisions made through Best and Final Offer, clarifications, and negotiations;

* Final Negotiated Cost Submittal;

* Final Small Diverse and Small Business Submittal; and
* Request for Quote documentation, including all appendices.