



STATE OF MONTANA Office of State Public Defender

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How to Become an OPD Contractor

All contractors must have a current Memorandum of Understanding (MOU) with OPD to be eligible to receive OPD assignments. To be considered to receive an MOU, you must apply through the electronic Montana Acquisition and Contracting System (eMACS). This document will walk you through the process of registering with eMACS and applying to become an OPD Contractor.

If you have any questions or concerns during the application process, please contact the Contracts Program Staff as listed in the [OPD Contractor F.A.Q.](#)

You may jump to any section in the instructions by clicking on the title below.

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OPD's MOU Application Process

Gathering Required Application Materials

If you have a **current MOU** with OPD, or if your MOU expired **less than 30 days prior** to the date on which you're applying for a new MOU, you will not be required to upload any additional documentation during the application process and may skip to section B. below.

If you are a first-time applicant, or otherwise **do not have a current MOU** with OPD, you will be required to upload various documents to your application, depending on provider type. Please make sure you have the following required documents ready to be uploaded into the eMACS system during the application process:

- **Attorneys**

1. Copy of your current resume;
2. Writing Sample – If you would like to receive appointment on appellate cases, your writing sample **must** be an appellate brief;
3. Proof of Professional Liability Coverage; and,
4. Copy of your CLE Transcript from mtcle.org.

- **Investigators**

1. Copy of your current resume; and,
2. Copy of your current license(s).

- **Mental Health Professionals**

1. Copy of your current resume or C.V.;
2. Copy of your current license(s); and,
3. **REDACTED** copies of the type of report or reports you are seeking to provide OPD (Chemical Dependency evals, Psycho-Sexual evals, Fitness to Proceed, etc.). You must upload a redacted copy of **each** type of evaluation you intend to provide.

- **Administrative Support Staff**

1. Copy of your current resume.

Once you have all necessary documents ready, you're ready to start the application process.

Submitting Your Application Materials

- **Navigating to the MOU Application**

All OPD contracting opportunities are listed on the [State of Montana eMACS Page](#). Once there, you'll see the following:

Montana Acquisition & Contracting System (eMACS)

Welcome to Montana Acquisition & Contracting System (eMACS)

State Procurement is pleased to provide a central location for vendors interested in bidding on state projects to find all Invitation for Bid (IFB) and Request for Proposal (RFP) opportunities with all state agencies and universities. State Procurement strives for transparent, cost effective contracts that ensure the State receives the maximum value for taxpayers' dollars.

Business Opportunities

[Back to bids.mt.gov](#)

Open for Bid | Upcoming | Closed | Awarded | All

Work Group Filter: Office of State Public Defender X

Keyword: Search by event title, number, contact, short description, or commodity code description

Clear Search

Sort by: Close date descending

To narrow the listings to only OPD's current Contractor listings, enter "Office of State Public Defender" in the "Work Group Filter" and press search. You may also scroll down through the list of contract opportunities until you see the application you're looking for.

Business Opportunities

[← Back to MT.GOV](#)

Open for Bid | Upcoming | Closed | Awarded | All

Work Group Filter: Office of State Public Defender X

Keyword: Search by event title, number, contact, short description, or commodity code description

Sort by: Close date descending

Status	Details
Open	<p>OPD Contract Attorney Respond Now</p> <p>Open 8/28/2018 12:00 AM MDT Type RFQ</p> <p>Close 8/28/2099 12:00 AM MDT Number OPD-RFQ-2019-0084</p> <p>Contact Brett Schandelson Brett.Schandelson@mt.gov</p> <p>Details View as PDF</p>
Open	<p>OPD Contract Mental Health Professional Respond Now</p> <p>Open 8/28/2018 12:00 AM MDT Type RFQ</p> <p>Close 8/28/2099 12:00 AM MDT Number OPD-RFQ-2019-0085</p> <p>Contact Brett Schandelson Brett.Schandelson@mt.gov</p> <p>Details View as PDF</p>
Open	<p>OPD Contract Investigator Respond Now</p> <p>Open 8/28/2018 12:00 AM MDT Type RFQ</p> <p>Close 8/28/2099 12:00 AM MDT Number OPD-RFQ-2019-0086</p> <p>Contact Brett Schandelson Brett.Schandelson@mt.gov</p> <p>Details View as PDF</p>
Open	<p>OPD Contract Administrative Support Staff Respond Now</p> <p>Open 8/28/2018 12:00 AM MDT Type RFQ</p> <p>Close 8/28/2099 12:00 AM MDT Number OPD-RFQ-2019-0087</p> <p>Contact Brett Schandelson Brett.Schandelson@mt.gov</p> <p>Details View as PDF</p>

From here, select the appropriate application and click “Respond Now.” If there are multiple listings for your provider type, just pick one – they are all identical. If there are no listings for your provider type, please see the [OPD Contractor F.A.Q.](#)

Open	<p>OPD Contract Attorney</p> <p>Open 8/28/2018 12:00 AM MDT Type RFQ</p> <p>Close 8/28/2099 12:00 AM MDT Number OPD-RFQ-2019-0084</p> <p>Contact Brett Schandelson Brett.Schandelson@mt.gov</p> <p>Details View as PDF</p>	<p>Respond Now</p> <p><i>Click "Respond Now"</i></p>
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- **Registering for a Vendor Account**

After clicking “Respond Now” on the appropriate application, eMACS will prompt you to register for a Vendor Account, by providing an email address, password, and some basic information about yourself. When registering, please keep in mind the following:

- **If you are a current or past OPD Contractor, please use the same email you use to log into the OPD Claims Portal to register for your Vendor Account.**
- **If another individual from your same organization is a current or past OPD Contractor, with the same email domain, please contact the Contracts Assistant above to be sent an invitation to register.**
- **Please document the email address and password you use to apply for your MOU. If you are approved to receive an MOU you will need this information to complete the MOU process.**


Once you enter your email eMACS will direct you to click the “Create Account” button.

ENGLISH -



Welcome to Montana Acquisition & Contracting System (eMACS)
Vendor Registration

Register to be placed on Montana's eMACS Vendor List. This is a free service allowing vendors to enter their business information and select applicable commodity codes for which they would like to receive bid notifications. This list also serves as a centralized source for state agencies when looking for providers of goods and services.

 **Please login to view the sourcing event.**
Enter your email to Login/Create Account

Email
brett.schandelson@mt.gov

Enter your email

Looks like you don't have an account yet. Click 'Create Account' to register.

BACK

NOTE:

- This registration portal is for **VENDORS** only. **(TEST SITE)**
- **Forget your password?** Click on Trouble loggin in? above. If you're still not able to change your password, contact JAGGAER at [1-800-233-1121](tel:1-800-233-1121).

Click Create Account

CREATE ACCOUNT

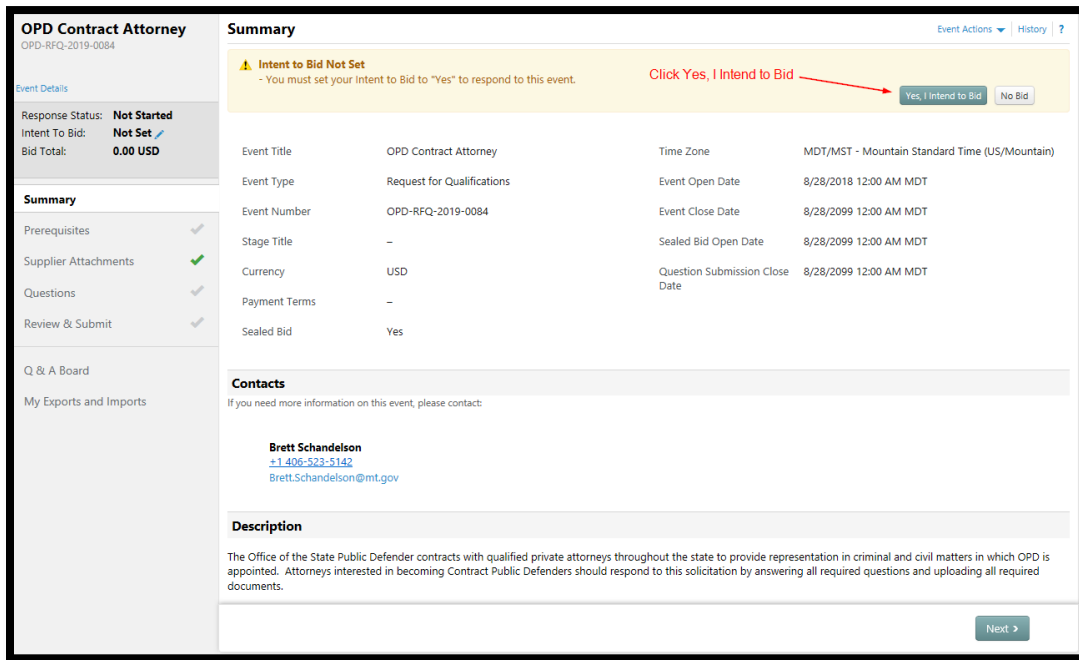
Next you will be asked to provide some basic information about yourself. Please enter **YOUR NAME** as “Legal Company Name.”

Please only complete the required information, indicated with a red asterisk *

The screenshot shows a registration form titled "Solicitation User Registration" with a "Registration Tutorial" link and an "ENGLISH" dropdown. The form includes instructions and a warning to keep account information secure. The "What company are you with?" section has a "Legal Company Name" field with "Brett Schandelson" entered, marked with a red asterisk and a red circle '1'. Below it is a "Tax ID Number Type" dropdown. The "Your Contact Info" section has fields for "First Name" (Brett), "Last Name" (Schandelson), "Title", "Phone Number" ((406) 523-5142), and "Preferred Time Zone" (MDT/MST - Mountain Standard Time (US/Mountain)), all marked with red asterisks. A red circle '2' has arrows pointing to these fields. The "Your Login" section has "Email" (brett.schandelson@mt.gov), "Confirm Email", "Password", "Re-Enter Password", "Account Recovery Question" (What was the name of your elementary school?), "Answer", and "Confirm Answer", all marked with red asterisks. A red circle '3' has an arrow pointing to the "CREATE ACCOUNT" button. A red text box says "Complete Only the Required Fields: Name, Phone, Email, Password, Security Question". At the bottom, there is a "Select the Security Check shown below." section with a reCAPTCHA widget and a "Click Create Account" label.

- **Setting Intent to Bid and Acknowledging Prerequisites**

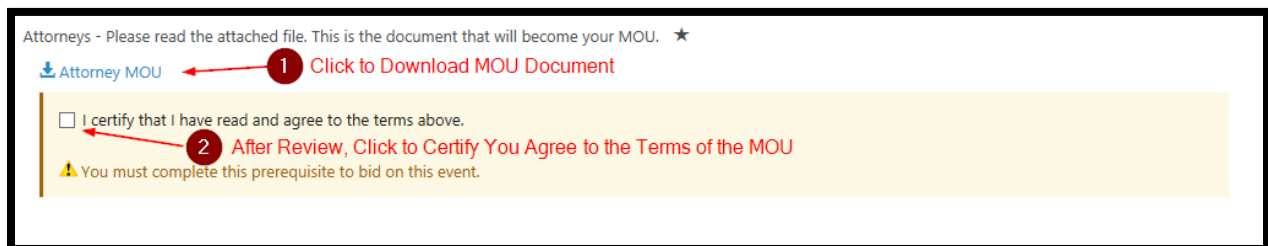
Once registered and logged in it will take you to the application itself. Before you may apply you must first indicate that you “Intend to Bid,” which means you intend to apply to become an OPD Contractor.



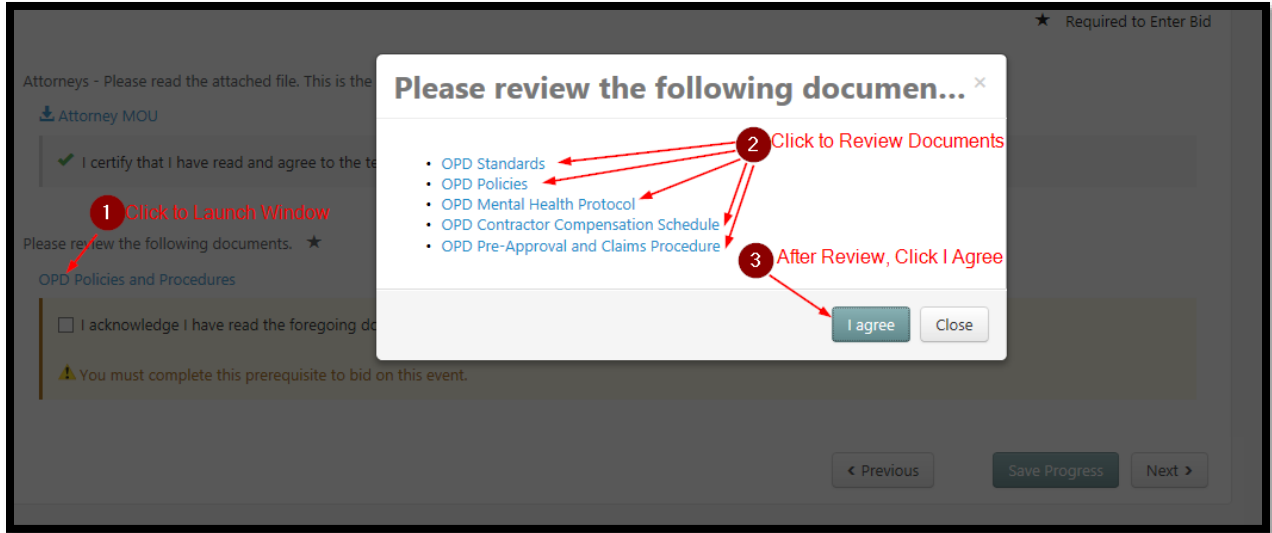
Once you indicate your intent to bid (apply), the wizard will prompt you to “Proceed to Prerequisites,” which you may do by clicking “Proceed to Prerequisites.”



From here you will be prompted to review and acknowledge you have read the MOU document that will become your contract if you are approved as an OPD Contractor. Click on the document name to download and review the document. After review, check the box to indicate you agree to the terms of the MOU.



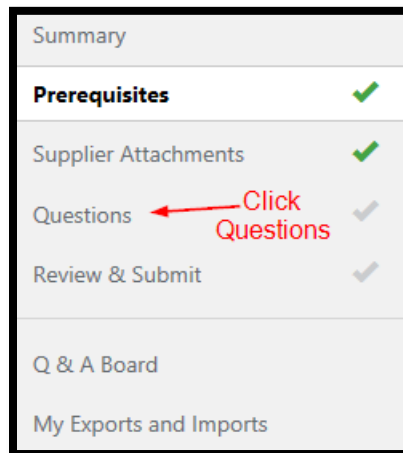
Next you will be required to review OPD Policies, Standards, and Procedures. Click “OPD Policies and Procedures” to launch a window with links to OPD Standards, OPD Policies, OPD Mental Health Protocol, OPD Contractor Compensation Schedule, and OPD Pre-Approval and Claims Procedure. After review of these documents, click “I agree.”



- **Completing the MOU Application**

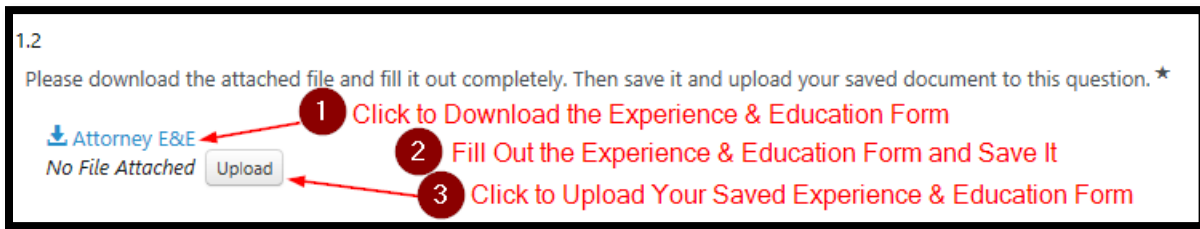
To complete the application process, you will be required to answer several questions and upload the correct documents into the application. The application is a paperless process, and there is no need to print any documents. All documents may be saved and uploaded into the application directly.

Proceed to the next step by clicking “Questions” in the wizard on the left.

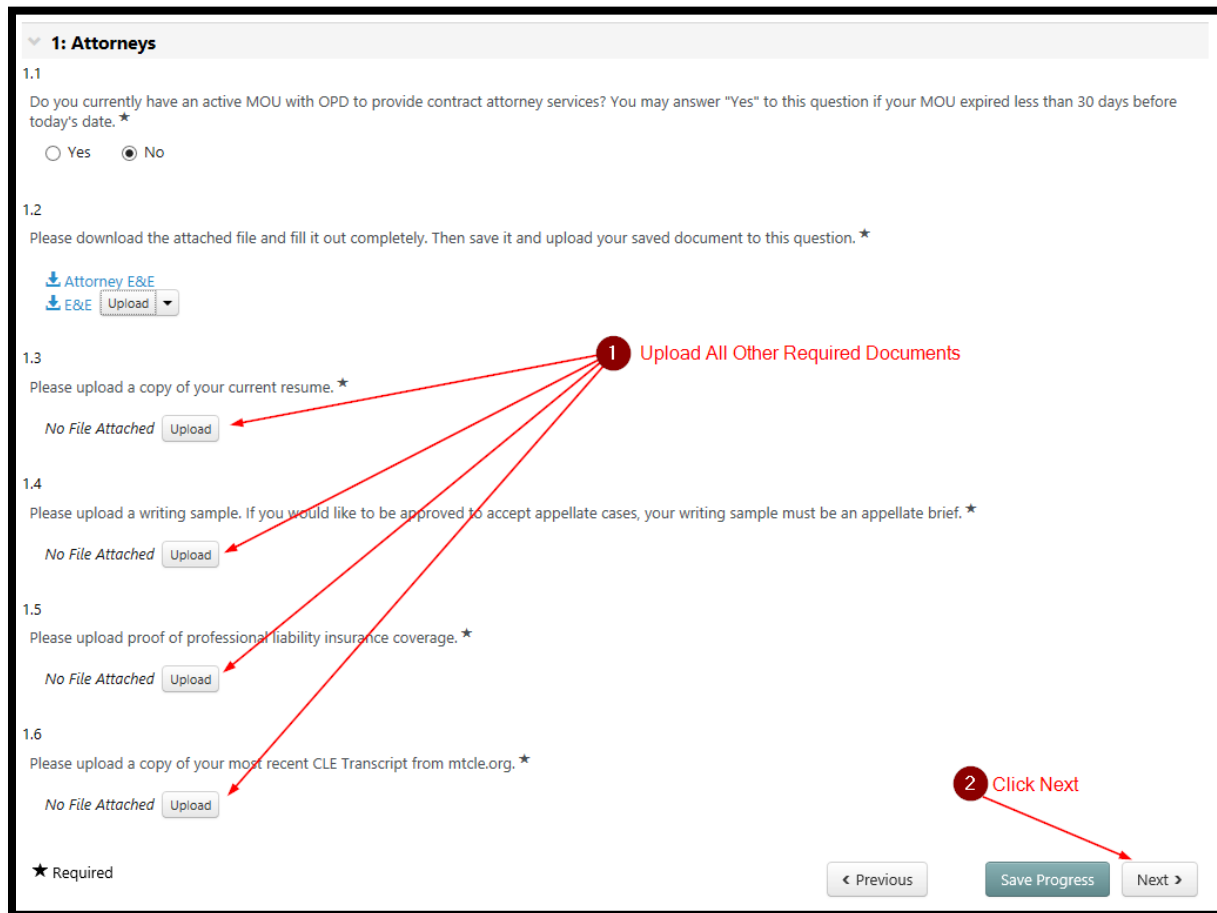


Question 1.1 asks whether you are a current provider or if your MOU has expired less than 30 days prior to today's date. Providers able to select "Yes" to this question may proceed without uploading any further documentation.

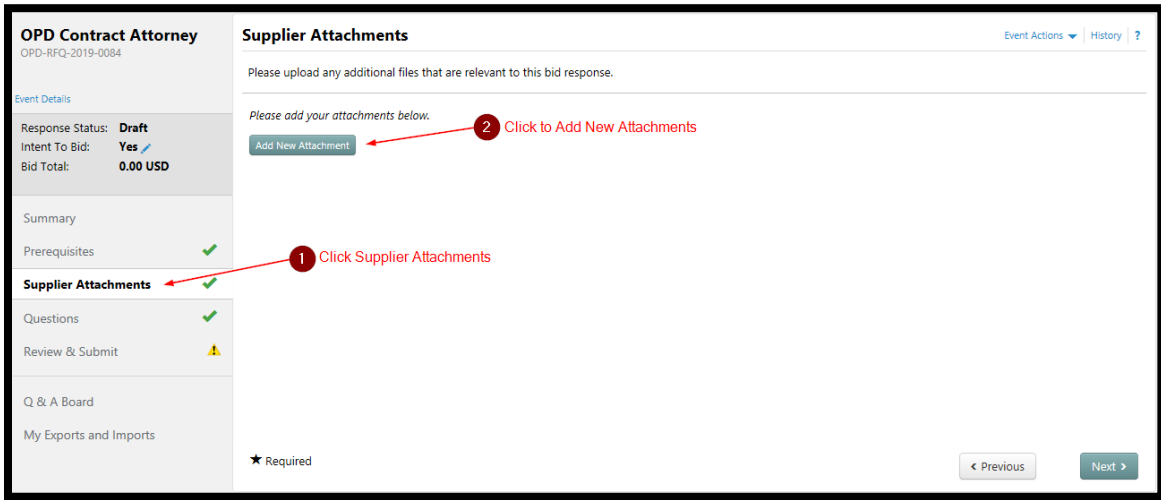
If you cannot answer "Yes," a number of additional questions will appear, each requiring you to upload a document as a response. For **Question 1.2, download the attached file, fill it out completely and save it.** Then upload the saved document back to Question 1.2. The document is a fillable PDF form, so you may fill it out, save it, and upload it without the need to print and scan the document.



You will next be asked to upload the documents discussed above. Upload each document to the **question** that asks for it.

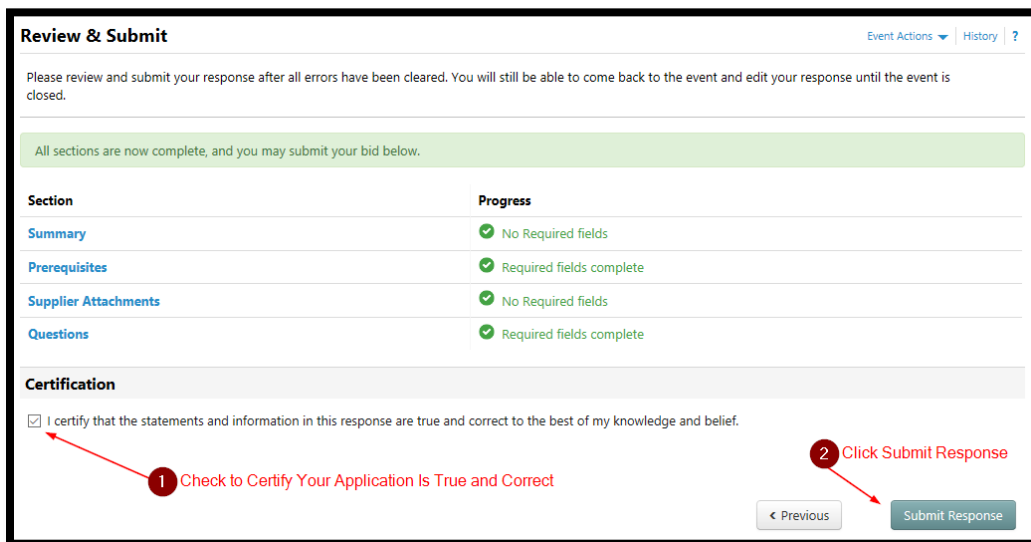


If you have any additional documents, such as explanations or additional licenses or reports, you will upload them as “Supplier Attachments.”



- **Submitting Your Application**

Once you’ve uploaded the Experience & Education form and all necessary documents you are ready to submit your application. Click “Review & Submit” on the left and ensure all necessary steps have been completed. When you are ready to submit, check the box certifying your application materials are true and correct, and then click “Submit Response.” It will then confirm your response was received.



- **Post-Application Process**

After you've submitted your application materials, you will get an email letting you know the event has been closed. **This is normal and allows us to process your application.**

OPD will evaluate your competency and qualifications to receive assignment on OPD cases. It can take anywhere from one to five business days to evaluate your application. You may or may not be contacted by the Contract Manager or other OPD Staff during the evaluation process.

If you are not approved to receive an MOU, you will be notified of that decision. If you are approved to receive an MOU, the following steps will take place before you are eligible to receive assignments:

1. eMACS will email you an invite to complete your Vendor Profile. Please see [Completing Your OPD Vendor Registration](#) for more information;
2. DocuSign will email you with a request to sign your MOU via DocuSign;
3. After the Contract Manager signs your MOU, DocuSign will email you a copy of your signed MOU;
4. You will be added to our database and listserv of providers;
5. You will be invited to create an account in our Online Claims Portal; and,
6. You will set up an account in our Claims Portal.

While your MOU is in effect, eMACS will provide email notice of any outstanding obligations as well as advance notice of the expiration of your MOU.