

VENDOR PROPOSAL CHECKLIST

Evaluation Criteria

Y	N	N/A
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Solicitation Number: _____ Offeror: _____

Are all components of the proposal present?

- Cover Page.
- Section A: Solicitation/Offer/Acceptance, Form AO 367.
- Section B: Supplies or Services and Offeror's Prices.
- Section K: Representations, Certifications, and Other Statements of Offeror.
- Attachment A: Certification of Compliance Statement.
- Attachment B: Background Statement.
- Attachment B: Background Statement Attachments – Monitoring Reports.
- Attachment B: Background Statement Attachments – Performance Sites.
- Attachment B: Background Statement Attachments – Business and/or Operating Licenses.
- Attachment B: Background Statement Attachments – Fire, safety and health codes.
- Attachment C: Staff Qualifications.
- Attachment D: Offeror's References.
- Did offeror provide the required number of copies?

RFP Section L

Section A: Solicitation/Offer/Acceptance, Form AO 367

- Is form completely filled out (Blocks 8 through 15)?
- Is form signed and dated?
- Does the original, and additional copies, contain offeror's original signatures?

RFP L.1, Section A

Section B: Supplies or Services and Offeror's Prices

- Are the Estimated Minimum Quantities (EMQs) correct?
- Did offeror provide a response for every requested service item?
- Do prices appear reasonable for the services requested?
- Did offeror mark "N/C" for any item offeror will provide without charge (if applicable)?
- Did offeror insert the letter "S" following the unit price indicating subcontractors (if applicable)?
- Did offeror propose firm-fixed prices and NOT sliding scale pricing?

RFP L.1, Section B

Section K: Representations, Certifications, and Other Statements of Offeror

- Is Section K complete?
- Does form include the Bidder's TIN number and authorized negotiator information?

RFP L.1, Section K

A "No" answer does not automatically mean an offeror is technically unacceptable. No answers should be evaluated further and discussed with PMD if necessary.

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Attachment A: Certification of Compliance Statement

RFP L.1, Attachment A

- Is Attachment A complete?
- Is form signed and dated?
- If offeror retyped Attachment A, is it worded exactly as the RFP?
- If offeror identified subcontractor(s), did they submit separate certification statement(s)?

Attachment B: Background Statement

RFP L.1, Attachment B1

- Is Attachment B complete?
- Is form signed and dated?
- If offeror retyped Attachment B, is it worded exactly as the RFP?

Monitoring Reports Attachments

RFP L.1, Attachment B2a

- Did offeror provide monitoring reports for past 18 months?
- If offeror was unable to provide reports, did they expressly state so?
- Was the offeror rated satisfactory on all reports?
- If offeror was rated unsatisfactory, did offeror provide a corrective action resolution?

Performance Sites Attachments

- Did offeror expressly state each performance site?
- Is site (are sites) within the catchment area?

Business and/or Operating Licenses Attachments

RFP L.1, Attachment B2c

- Did offeror include copies of all applicable business and/or operating licenses?

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Federal, State and Local Fire, Safety and Health Code Attachments

RFP L.1, Attachment B2d

- Did offeror provide proof of compliance with all safety and health codes?

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Attachment C: Staff Qualifications

RFP L.1, Attachment C

- Is Attachment C complete?
- Is form signed and dated?
- If offeror retyped Attachment C, is it worded exactly as the RFP?
- Did offeror certify that no proposed staff were under criminal investigation?
- Did offeror certify that no proposed staff have been convicted of sexual offenses?
- Did offeror certify that staff adhere to established ATSA ethics (sex-offense only)?
- Is program or staff certified by the State's Sex Offender Management Board (sex-offense only)?
- Did offeror list staff for every project code listed in Section B, by project code?
- Did offeror list all proposed subcontractor staff by project code?
- Are all listed staff qualified, as required in Section C?
- Did offeror list qualified supervisor(s) for paraprofessional staff?

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Attachment D: Offeror's References

RFP L.1, Attachment D

- Did offeror provide a minimum of 3 references?
- Did offeror provide a name, address, contact person, & phone number for each?

Amendments to Solicitations (If Applicable)

- Did offeror acknowledge receipt of amendment?
- Does offeror's proposal include all amended pages/sections?
- Did offeror sign and return the amended Section A, with amendment listed in Block 10?

RFP L.2(b)

Submission, Modification, Revision, and Withdrawal of Offers

- Was offer/modification received in paper format?
- Was offer/modification sent to the office specified?

RFP L.2(c)

Cover Page

- Does offeror's cover page show the solicitation number?
- Does offeror's cover page include the offeror's contact information?
- Does offeror's cover page include a statement specifying the terms & conditions?
- Does offeror's cover page include the authorized negotiator's contact information?
- Is the offeror's cover page signed by the authorized negotiator?

RFP L.2(C)(2)

Submission, Modification, Revision, and Withdrawal of Offers

- Was offer received by the date & time specified?
- Did offeror propose to provide all required services?
- Did offeror submit offer in English and in US dollars?
- If a modification was submitted, was it requested or authorized by the CO?
- If a modification was submitted, was modification received before the closing date & time?
- If offer was withdrawn by the offeror, was withdrawal received before the closing date & time?

RFP L.2(c)(3)

Offer Expiration Date

- Is an award expected to be made before the offeror's expiration date in Section A, Block 8?

RFP L.2(d)

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Restrictions on Disclosure and Use of Data

- If offeror included data they do not want disclosed, did they provide a legend of restricted data?
- If offeror included data they do not want disclosed, did they mark each page of restricted data?

RFP L.2(e)

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