OFFEROR'S PROPOSAL CHECKLIST

Cri	iteria		Υ	N	N/A			
So	Solicitation Number: Offeror:							
_								
Ar	Are all components of the proposal present?		RFP	Sect	tion L			
•	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 O	fferor.	_					
•	Attachment A: Certification of Compliance Statement.							
•	Attachment B: Background Statement.							
•	Attachment B: Background Statement Attachment - Monitoring Report	ts.						
•	Attachment B: Background Statement Attachment - Performance Site	s.						
•	Attachment B: Background Statement Attachment - Business and/or C	Operating Licenses.						
•	Attachment B: Background Statement Attachment - Fire, safety and he	ealth codes.						
•	Attachment C: Staff Qualifications.							
•	Attachment D: Offeror's References.							
•	Did offeror provide the required number of copies?							
0-	ation A. Caliatation/Offen/Accomtones Form AC 207							
<u>Se</u>	ection A: Solicitation/Offer/Acceptance, Form AO 367	RI T	FP L.1,	Sect	ion A			
•	Is form completely filled out (Blocks 8 through 15)?	-	_		\dashv			
•	Is form signed and dated?	<u> </u>	-					
•	Does the original, and additional copies, contain offeror's original signal	atures?		J				
Se	ection B: Supplies or Services and Offeror's Prices	RF	-P L.1,	Sect	ion B			
•	Are the Estimated Minimum Quantities (EMQs) correct?							
•	Did offeror provide a response for every requested service item?							
•	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 subco	ntractors (if applicable)?						
•	Did offeror propose firm-fixed prices and NOT sliding scale pricing?	[
Section K: Representations, Certifications, and Other Statements of Offeror RFP L.1, Section K								
•	Is Section K complete?	/\(\text{\tin}\text{\tetx{\text{\text{\texi}\text{\texit{\texit{\texict{\texit{\texit{\texi{\texi{\texi{\texi{\texi{\texi\texi{\texi{\texi{\texi{\texit{\texi}\texi{\texi{\texi{\texi{\texi{\texi{\texi{\texi{\texi		2001				
•	Is form signed and dated?		_†					

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Attachment A: Certification of Compliance Statement RFP L.1, Attachment				
•	Is Attachment A complete?			
•	Is form signed and dated?			
•	If offeror retyped Attachment A, is it worded exactly as the RFP?			
•	Did offeror identify subcontractor(s) and submit separate certification statement(s)?			
<u>At</u>	tachment B: Background Statement	RFP L.	1, Attachr	nent 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 L1	, Attachm	ent B2a
•	Did offeror provide monitoring reports for past 18 months?			
•	If offeror was unable to provide reports, did they state it was due to private practice?			
•	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 L1	, Attachm	ent B2c
•	Did offeror include copies of all applicable business and/or operating licenses?			
	Federal, State and Local Fire, Safety and Health Code Attachments	RFP L1	, Attachm	ent B2a
•	Did offeror provide proof of compliance with all safety and health codes?			
<u>At</u>	tachment C: Staff Qualifications	RFP I	L1, Attach	ment 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 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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Cri	teria		Υ	N	N/A
Attachment D: Offeror's References RFP L.1,				achm	ent D
•	Did offeror provide a minimum of 3 references?	Γ	7, 7 (1)	3011111	SIR D
•	Did offeror provide a name, address, contact person & phone number for each?				
An	nendments to Solicitations (If Applicable)		ı	RFP L	L.2(b)
•	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?				
<u>Su</u>	bmission, Modification, Revision, and Withdrawal of Offers	_	ı	RFP L	L.2(c)
•	Was offer/modification received in paper format?				
•	Was offer/modification sent to the office specified?	L			
	Cover Page	_	RFI	P L.2((C)(2)
•	Does offeror's cover page show the solicitation number?	L			
•	Does offeror's cover page include the offeror's contact information?	L			
•	Does offeror's cover page include a statement specifying the terms & conditions?	L			
•	Does offeror's cover page include the authorized negotiator's contact information?	L			
•	Is the offeror's cover page signed by the authorized negotiator?	L			
	Submission, Modification, Revision, and Withdrawal of Offers	_	RF	P L.2	(c)(3)
•	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?	L			
	Offer Expiration Date	_		RFP L	2(d)
•	Is an award expected to be made before the offeror's expiration date in Section A, Block 8?	L			
	Restrictions on Disclosure and Use of Data	-		RFP L	2(e)
•	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?	L			