

OFFEROR'S PROPOSAL CHECKLIST

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 Attachment – Monitoring Reports.
- Attachment B: Background Statement Attachment – Performance Sites.
- Attachment B: Background Statement Attachment – Business and/or Operating Licenses.
- Attachment B: Background Statement Attachment – 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?
- 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?
- Is form signed and dated?

RFP L.1, Section K

IMPORTANT: This checklist is to be used as a guide only and does not replace or supersede the requirements contained in Section L of the RFP.

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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)

RFP 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?

Submission, Modification, Revision, and Withdrawal of Offers

RFP L.2(c)

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

Cover Page

RFP L.2(C)(2)

- 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?

Submission, Modification, Revision, and Withdrawal of Offers

RFP 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?

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?

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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?

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