Checklist

CHECKLIST FOR VARIOUS REQUIRED FORM RELATED ITEMS TO BE COMPLETED AND RETURNED:

☐ Intent to Submit an RFQ Submission, Attachment 1

☐ Tab 1 – Proposal Cover Letter, Application Coversheet and Pre-Qualified Panels Application by Region Checklist

☐ Tab 2 – Technical Proposal

☐ Tab 3 - Administrative Proposal
  ☐ Vendor Information Form
  ☐ Lobbying Reform Law Form 1
  ☐ Lobbying Reform Law Form 2
  ☐ Vendor Responsibility Questionnaire – For Profit Business Entity OR Non-Profit Entity;
  ☐ Evidence of Insurance (required upon contract award)
  ☐ Vendor Assurance of No Conflict of Interest and Detrimental Effect
  ☐ Respondent’s most recent two years of financial statements or federal tax returns

☐ Tab 4 – Diversity and SDVOB Proposal
  ☐ EEO Staffing Plan, PROC-1
  ☐ Utilization Plan, PROC-2
  ☐ MWBE & EEO Policy Statement, PROC-4
  ☐ Company Demographic Profile, PROC-7
  ☐ EEOC Statement, PROC-8
  ☐ Diversity Practices Questionnaire, PROC-9