

## Attachment 2: RFQ Submission Checklist – Revised 12/22/21

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### 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](#)