
RFP Proposal Checklist

This checklist is provided to assist both the offeror and the State in identifying the RFP requirements within the proposal. There may be **additional requirements** beyond those listed on this checklist.

Offerors are solely responsible for thoroughly reviewing the RFP to make sure that they have met all the requirements and have provided all necessary information.

RFP Requirement	Section of RFP	Page Location in Proposal
Offerors must submit narrative statements demonstrating at least three years of experience performing similar services per sections 1.04 and 4.06.	1.04	
Offerors must submit at least three but no more than five references from current or past clients per section 1.04.	1.04	
Offerors must submit an organizational chart as described in section 1.04.	1.04	
Offerors must submit resumes for the offered management staff per section 1.04.	1.04	
Offerors must submit an Introductory Narrative statement per section 4.02.	4.02	
Narrative statements as required under section 4.03 that demonstrate the offerors understanding of the project.	4.03	
Narrative statements as required under section 4.04 that demonstrate the offerors methodology used for the project.	4.04	
Narrative statements as required under section 4.05 that demonstrate the offerors management plan for the project.	4.05	
Offerors must submit Attachment E-Cost Proposal Form	Attachment E	
Alaska Business License at the time of award	6.02	
Narrative statement(s) detailing any and all Objections to Appendix A	7.01	
Narrative statement confirming the proposal is not qualified and does not restrict the rights of the State	7.05	