

## 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 provide written narratives that include verifiable evidence confirming the offeror has completed at least two similar projects in the past five years per sections 1.04.	1.04	
Offerors must submit the proposal in accordance with section 1.07	1.07	
Offerors must submit and comply with the requirements outlined in section 1.08 a-f.	1.08 (a-f)	
Offerors must submit an Introductory Narrative statement per section 4.02.	4.02	
Offerors must submit narrative statements as required under section 4.03 that demonstrate the offerors understanding of the project, including the requirements of the project, the scope of work, and the project schedule.	4.03	
Offerors must submit narrative statements as required under section 4.04 that demonstrates and describes the offerors proposed methodology that will be used for the project.	4.04	
Offerors must submit narrative statements as required under section 4.05 that demonstrate and describes the offerors proposed management plan for the project.	4.05	
Offerors must submit an organizational chart that illustrate the lines of authority, and designates the individual responsible and accountable for each component of each task as required under section 4.06	4.06	
Offerors must submit detailed narrative statements describing the organization of the proposed project team, a personnel roster of staff assigned to this project, staff titles, resumes, and the location of work for each assigned staff per section 4.06.	4.06	
Offerors must submit at least three, but no more than five, references names and phones numbers for similar projects the offerors firm has completed.	4.06	
Offerors must submit <b>Attachment E-Cost Proposal Form</b>	Attachment E	
Alaska Business License at the time of award per section 6.02.	6.02	
Alaska Bidder Preference Statement per section 6.12 (if applicable)	6.12	
Alaska Veteran Preference Statement per section 6.13 (if applicable)	6.13	
Offerors must submit narrative statement(s) detailing any and all Objections to Appendix A as required under section 7.01	7.01	
Offerors must submit narrative statement(s) confirming the proposal is not qualified and does not restrict the rights of the State as required under section 7.05.	7.05	