

RFP Checklist

Offerors are encouraged to use this checklist in preparation of proposals. This checklist may not be all inclusive of the items required to be submitted in the proposal. In case of a conflict between this checklist and the RFP, the requirements of the RFP will prevail.

Offerors who do not respond to each item as specified below may be considered "non-responsive" and the proposal may not be accepted for evaluation and possible award of contractual services.

Section	Description	✓
1.07	Sealed original proposal, plus three hard copies, plus one copy on CD disk or USB flash drive submitted by RFP due date and time	
1.08 (a)	Authorized Signature	
1.08 (d)	Conflict of Interest statement	
4.01	Proposal meets and includes items in Proposal Format and Content	
4.03	Understanding of the Project	
4.04	Experience and Qualifications	
4.06 & 8.01 Attachment 2	Cost Proposal Form (sealed separately)	
6.11 & 8.01 Attachment 6	Certification of Entitlement to the Alaska Bidder Preference and other preferences, if applicable	
8.01 Attachment 7	Offeror Information and Assurance Form – signed & notarized	