

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

Offeror: _____

REQUIREMENTS:	Indicate proposal page number(s) where evidence of the requirements has been provided:
Minimum Prior Experience evidence per Section 1.04	
Provide a list of all personal working on this project Section 1.04	
Authorized Signature per Section 1.08 (a)	
Offeror's Certification per Section 1.08 (b)	
Vendor Tax ID per Section 1.08 (c)	
Conflict of Interest Statement per Section 1.08 (d)	
Identification of Federal Requirements per Section 1.08 (e)	
The complete name and address of offeror's firm and the name, mailing & email address, and telephone number of the person the state should contact regarding the proposal per Section 4.02	
Project Understanding per Section 4.03	
Project Methodology per Section 4.04	
Management Plan per Section 4.05	
Organizational Chart per Section 4.06	
Example of previous work experience per Section 4.06	
Alaska Business License at time of award per Section 6.02	
Proposal not qualified or restricts the rights of the State per Section 7.02	
	✓ below
One original and one hard copy of the technical proposal. And one electronic version (jump drive) with the technical proposal and the cost proposal as two separate files as per Section 1.07	<input type="checkbox"/> YES
One copy of Cost Proposal Worksheet in sealed separate envelope per Section 4.07	<input type="checkbox"/> YES
Aircraft and Pilot licenses as per Section 3.10 Licenses	<input type="checkbox"/> YES