

ATTACHMENT F PROPOSAL CHECKLIST

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

Offerors are responsible for thoroughly reviewing the IRFP 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 requirement has been provided:
Minimum Prior Experience evidence per Section 1.04 (Firm items 1-3)	
Minimum Prior Experience evidence per Section 1.04 (Personnel items 1-4)	
Reference Contacts as required per 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)	
Introductory Statements per Section 4.02	
Narrative statements on Project Understanding per Section 4.03	
Narrative statements on Project Methodology per Section 4.04	
Narrative statements on Management Plan per Section 4.05	
Organizational Chart per Section 4.06	
Attachment E-Cost Proposal Form per Section 4.07	
Alaska Business License at time of award per Section 6.02	
Alaska Bidder Preference Statement per Section 6.12 (if applicable)	
Alaska Veterans Preference Statement per Section 6.13 (if applicable)	
Proposal not qualified or restricts the rights of the State per Section 7.05	
	✓ below
One original and one copy of the proposal per Section 1.07	<input type="checkbox"/> YES
One copy of the technical proposal in an electronic format such as a thumb drive per Section 1.07.	<input type="checkbox"/> YES
One copy of Attachment E, Cost Proposal Form in sealed separate envelope per Section 1.07	<input type="checkbox"/> YES