

ATTACHMENT #2 RFP SUBMITTAL CHECKLIST

This checklist is an integral part of this RFP and the related proposal. The checklist **MUST** be included with the proposal. Signature on the checklist indicates that you have read the requirements stipulated by this RFP, and that the required information is submitted with your proposal. Signature of a binding officer of the proposing firm must sign the checklist. This signature will serve as the official signature of the proposal.

Pre-Proposal Activities:

- Register with Procurement Officer
- Request Disability Assistance (if needed) at least 10 days prior to proposal deadline (Section 1.09)
- Submit Written Questions in writing to Procurement Officer (Section 1.06)

Proposal Transmittal (Section A)

- Per Section 1.03, Faxed, Emailed, and Oral proposals are not acceptable for this project.

Offerors **must submit one original version of all documents** associated with the technical proposal in writing, to the procurement officer in a sealed package. In addition, **the technical proposal must** also be provided in an electronic format such as a thumb-drive or CD.

Offerors **must also submit one Attachment 1, Cost Proposal Form in a separate sealed envelope**. No portion of the cost proposal shall be included with the technical proposal. **The Cost proposal must** also be provided in an electronic format such as a thumb-drive or CD.

The cost proposal submitted with the package must be sealed separately from the rest of the proposal and must be clearly identified. (Section 1.07, Section 4.01 and Section 4.06)

- Proposal Submittal Letter (Section 4.01) (see minimum information below for requirements)
 - Authorized signature (Section 1.08(a))
 - Offeror's Certification A-H (Section 1.08 (b))
 - Vendor Tax ID proof OR Vendor Tax ID number (Section 1.08 (c))
 - Conflict of Interest Disclosure (Section 1.08 (d))
 - Federal Requirements (Section 1.08 (e))
 - Subcontractors Information <if applicable> (Section 3.10)
 - Review Insurance Requirements (Section 3.20)
 - Valid Business License Proof (Section 6.02)
 - Review & Agree to Standard Contract Provisions (Section 7.01)
 - Provide Evidence you Meet the Prior Experience Requirements (Section 1.04)
 - Disclosure of Proposal Contents <if applicable> (Section 7.07)
 - NOTE: Offeror's shall not include a disclaimer on all of the proposal pages. If the offeror's proposal includes trade secrets, confidential and other proprietary information, this information must be individually identified and shall include the reason(s) for confidentiality.

The Procurement officer will make the determination in writing if the information is to be maintained confidential. Following the Notice of Intent to Award, proposals become public information. Procurement records must include information to support the selection of contractor(s), typically this includes cost, qualifications, and other key components of a proposal.

- RFP Amendments: All amendments issued for this RFP that require acknowledgement must be signed and included with the proposal [enclose only required signed amendments].

Proposal Technical Component (Section B)

Overall Technical Proposal –

The technical proposal must include the information outlined in Section 1.04 Prior Experience, Section 4.03 Understanding of the Project 4.04 Methodology and Management Plan for the Project and Section 4.05 Experience and Qualifications of this RFP. All proposals will be evaluated against Section 5 of this RFP. At a minimum, the following sections must be addressed within the Technical Proposal. No cost information may be included in the technical proposal.

- Title Page
- Table of Contents
- Section 1.04 – Prior Experience Evidence
- Section 4.02 – Introduction
- Section 4.03 – Understanding of the Project
- Section 4.04 -- Methodology for the project
- Section 4.05 – Management Plan for the project
- Section 4.06 – Experience and Qualifications

Cost Proposal (Section C)

Cost Proposal, (Attachment 1) **(Separate envelope addressed to the Procurement Officer)** (Section 1.07, Section 4.01 and Section 4.06)

RFP# 2521H046

Title: PHOTO AND VIDEO SERVICES FOR ANCHORAGE INTERNATIONAL AIRPORT

Proposal Due Date: May 28, 2021 at 2:00 p.m. [Alaska Time]

Company Name _____

Printed Name of Binding Official _____

Signature of Binding Official _____

Date _____