

ATTACHMENT #8 RFP SUBMITTAL CHECKLIST

This checklist is an integral part of this RFP and the related proposal. The checklist **MUST** be included with the proposal. This checklist is not intended to be an all-inclusive list for all requirements of the RFP. It is the offerors responsibility to ensure all required items and information are addressed in their 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)

- ☐ Offerors must submit **Four (4)** hard copies (one original & three copies) of their proposal, in writing, and **TWO** CDs containing electronic copies of the entire proposal. **One** CD will contain the transmittal information and the technical proposal. **One** CD will contain the cost proposal. The proposal response should be addressed to the procurement officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. (Section 1.07 and Section 4.01)
- ☐ 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))
 - ☐ Review Insurance Requirements (Section 3.15)
 - ☐ Valid Business License Proof (Section 6.02)
 - ☐ Review & Agree to Standard Contract Provisions (Section 7.01)
 - ☐ Disclosure of Proposal Contents <if applicable> (Section 7.08)
 - ☐ Alaskan Bidder Preference Certification Form <if applicable> (Attachment #3)
 - ☐ RFP Amendments: All amendments issued for this RFP that require acknowledgement must be signed and included with the proposal [enclose only required signed amendments].
 - ☐ RFP Submittal Checklist: The checklist is an integral part of the RFP, it must be signed and be included in the Proposal Transmittal Section (Attachment #8).

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, Section 4.04 Methodology used for the project, Section 4.05 Management Plan for the Project and Section 4.06 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.

- Section 1.04 - Prior Experience including two (2) sample Alder reports & Attachment # 4 Demonstration of Required Minimum Prior Experience Form
- Section 4.03 - Understanding of the project
- Section 4.04 - Methodology used for the project

- Section 4.05 – Management Plan for the Project
- Section 4.06 – Experience and Qualifications including resumes

- ☐ Title Page
- ☐ Table of Contents
- ☐ Prior Experience Evidence (Section 1.04)
- ☐ Understanding of the project (Section 4.03)
- ☐ Methodology used for the project (Section 4.04)
- ☐ Management Plan for the Project (Section 4.05)
- ☐ Experience and Qualifications (Section 4.06)

Cost Proposal (Section C)

☐ Cost Proposal, Attachment #2 **(Separate envelope addressed to the Procurement Officer)** (Section 1.07, Section 4.01 and Section 4.07)

RFP# 2522H022

Title: Rates, Transition and Implementation Assistance

Proposal Due Date: October 29, 2021 at 2:00 p.m. [Prevailing Alaska Time]

Company Name

Printed Name of Binding Official

Signature of Binding Official / Date