

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

RFP Requirement	Section of RFP	Page Location in Proposal
The offering firm must have at least two years of experience implementing and deploying the proposed permitting system for permitting programs managed by other state or local agencies	1.04 (1)	
The offering firm must have successfully implemented the proposed permitting system for at least two other state or local transportation agencies	1.04 (2)	
The offered project manager must have successfully managed and implemented at least three software related projects of a similar nature since 2011.	1.04-(3)	
Offerors must submit one original hardcopy of the technical proposal in a sealed package	1.07	
Offerors must submit one original hardcopy of Attachment A-Cost Proposal in a separate sealed package	1.07	
Offerors must submit an electronic copy of the technical and cost proposal on a thumb drive or similar device	1.07	
Offerors must submit narrative statements as required in section 1.08 (a-e)	1.08	
Offerors must submit narrative statements related to the Functional categories per Section 3	3.0	
Offerors must submit narrative statements related to the project coordination and management per section 6.01 (A-F)	6.01	
Offerors must submit narrative statements related to the preliminary analysis and system architecture per section 6.02 (A-K)	6.02	
Offerors must submit narrative statements related to the installation of the proposed system per section 6.03 (A-L)	6.03	
Offerors must submit narrative statements related to the implementation of the proposed system per section 6.04 (A-G)	6.04	
Offerors must submit narrative statements related to the system support and maintenance planning per section 6.05 (A-D)	6.05	
Offerors must submit narrative statements related to the project closure and warrant per section 6.06 (A-B)	6.06	
Offerors must submit narrative statements related to the Optional Tasks per Section 7	7.0	
Introduction per section 8.02	8.02	
Offerors must submit a copy of the Offerors existing PCI Policy per section 8.02	8.02	
Offerors must submit a copy of the Offerors standard Service Level Agreement per section 8.02	8.02	
Offerors must submit narrative statements related to section 3 per section 8.03	8.03	
Complete and submit Attachment E1-Functional Requirements per section 8.03	8.03	
Offerors must submit narrative statements related to coordination and management per section 8.04	8.04	
Offerors must submit narrative statements related to the preliminary analysis and system architecture per section 8.05	8.05	
Offerors must submit narrative statements related to the installation of the proposed system per section 8.06	8.06	
Offerors must submit narrative statements related to the implementation of the proposed system per section 8.07	8.07	

ATTACHMENT K RFP Proposal Checklist
Roadway Permitting Software System

RFP 2524H005

Offerors must submit narrative statements related to the system support and maintenance planning per section 8.08	8.08	
Offerors must submit narrative statements related to the project closeout and warranty per section 8.09	8.09	
Offerors must submit narrative statements related to the optional requirements per section 8.10	8.10	
Offerors must submit narrative statements related to the execution plan for the project per section 8.11	8.11	
Offerors must submit narrative statements related to the experience and qualifications per section 1.04 and 8.12	1.04 and 8.12	
Offerors must submit an organizational chart per section 8.12	8.12	
Offerors must submit detailed narratives and resumes describing the project term and identifies staff that will be performing specific tasks per section 8.12	8.12	
Offerors must complete and submit Attachment A – Cost Proposal per section 8.13	8.13	
Offerors must identify in the introductory statement their acceptance of Attachment XXX I, Demonstration Script per section 8.14	8.14	
Offerors should submit a copy of their valid Alaska Business License per section 11.02 if available	11.02	
Offerors must identify in the introductory statement required under section 4.02 that the proposal is not qualified and does not restrict the rights of the State	13.06	
Offerors should complete and return Attachment K-RFP Proposal Checklist		