

# Attachment 5 – ITB Checklist

STATE OF ALASKA ITB # 2025-0200-0280 / 02-107-25

DMV CONTRACT AGENT SERVICES GLENNALLEN, ALASKA

## ITB Bidder's Checklist

### Required documents to include with bid:

- ☐ Completed and Signed Bid Submission Cover Sheet
- ☐ Completed and Signed Front Page of ITB
- ☐ Bid Schedule
- ☐ Resume Documenting Prior Experience
- ☐ Client Reference Form (at least one reference)
- ☐ Copy of Valid Alaska Driver's License
- ☐ Completed and Signed Alaska Bidder Preference Certificate (if claiming Alaska Bidder Preference)
- ☐ Copy of Current Alaska Business License (If claiming Alaska Bidder Preference)
- ☐ ITB Amendment Acknowledgement(s) (if any amendments are issued)
- ☐ Any other backup documents required for preferences claimed in Sections 4.02 - 4.08