

Attachment L Offeror Checklist

IMPORTANT NOTE TO OFFERORS: This checklist is provided as a courtesy to assist offerors in addressing specific requirements identified in the RFP. Offerors are responsible for reading the RFP and complying with all requirements. Offerors are not required to use or return this form with their proposal. Completion of this form does not guarantee a declaration of responsiveness.

RFP Reference	Requirement
RFP Cover Page; 2.02	Register with the procurement officer listed in the RFP to receive subsequent amendments to the RFP and for the pre-proposal conference
1.01	Submit proposal in the format and packaged as directed: Sealed Package 1 (Technical Proposal) one hard copy original technical proposal one CD original containing: the technical proposal in MS Word version 2003 format the technical proposal in PDF format the project schedule in MS Project 2003 format eight copies of the technical proposal eight CDs containing the same files as the CD original Sealed Package 2 (Cost Proposal) Hardcopy original CD containing cost proposal in MS Excel 2003
1.04	Response with cost greater than \$7 million will be considered nonresponsive.
1.05	Signature on proposal certifying location of services.
1.10	Alternate proposals are not acceptable.
1.11	May not qualify proposal or restrict rights of the State.
1.13	Proprietary data to be held confidential must be clearly identified.
1.14; 6.02.3 or 6.04.1	If proposal includes subcontractors, comply with all requirements.
1.15; 6.02.3 or 6.04.1	If the offeror includes joint venture partners, comply with all requirements.
1.16	Signature on proposal certifying compliance with all requirements.
1.17	Statement regarding possible conflict of interest.
1.24	Identification of federal requirements that apply.
2.01; 6.02.1	Transmittal letter on official business letterhead, including the original signature of the individual authorized to legally bind the offeror, contained within the original hard copy of the technical proposal.
2.08	Provide clear evidence documenting prior experience and complete Attachment E - Cross Reference of Minimum Experience Requirements matrix. Complete Attachment E - Key Project Staff Experience Resume and Reference Contact Information form found in Attachment E for each proposed staff resource.

RFP Reference	Requirement
2.09; 6.03; Att F; J	Complete the Requirements Response Table for the State's 162 requirements. The 139 mandatory requirements must be listed as met on one of the four methods listed in the RFP.
2.11	Valid Tax ID submitted with proposal or within 5 days of State's request.
2.13; 6.02.1	Provide evidence of an Alaska Business License in the Introduction.
2.15; 2.17; 6.02.1	Transmittal letter includes a statement as to whether an offeror claims the Alaskan Bidder Preference and the Alaskan Offeror's Preference. Provide affidavit of Qualification for Alaskan Bidder Preference if claimed.
3.03	Provide in writing any objections to any provision in Appendix A set out in the proposal.
3.06	Provide in writing any objections to any provision in Appendix B1 set out in the proposal.
6.02.1	<p>In the Introduction, provide:</p> <ul style="list-style-type: none"> Title Page Table of Contents Transmittal Letter Business License <p>Additional Documentation required:</p> <ul style="list-style-type: none"> Completed Attachment E - Minimum Experience Requirements Completed Attachment J - Offeror Response to Requirements Subcontractor information (if applicable) Joint venture information (if applicable) Signed copies of all RFP amendments Request to hold proprietary information confidential (if applicable) Objections to Appendix A and B1 (if applicable)
6.04	<p>In the Qualifications and Experience, provide:</p> <ul style="list-style-type: none"> statement of organizational experience with information specified three letters of reference with information specified organization charts for proposed staff
6.02.3.1	Appendix: Solution Component Diagrams
6.02.4.6	Appendix: Status report example
6.02.4.7	Appendix: Project schedule
6.02.5.1	Appendix: Architecture
6.02.6.2	Appendix: Interface file example
6.02.6.5	Appendix: Sample acceptance plan
6.02.7.2	Appendix: Training manual example