

Attachment #6 (REVISED)

RFP Submittal Checklist

This checklist (not all inclusive) 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.

**Title: Alaska Water and Sewer Challenge
RFP 2013-1800-1654**

Proposal Due Date: December 16, 2013; 1:30 p.m. [Alaska Time] (revised)

Pre-Proposal Activities:

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

Proposal Transmittal <<< Phase 1- Statement of Qualifications >>>

- *Submit Six (6) original hard copies and one (1) CD in sealed envelope or
- PDF One (1) proposal electronically to include a subject line, "RFP 2013-1800-1654 and emailed to the Procurement Officer: Sonja.love-hestnes@alaska.gov

Submittal Letter

Title Page, to include Name of the Project, the RFP number, date of the proposal, name and mailing address of firm, contact person and phone number. (revised)	Statement that Proposal is Valid for one hundred –twenty days (120) Days from Proposal Opening Date
Disclosure of Proposal Contents	Authorized signature
Subcontractor Information	Vendor Tax ID proof OR Vendor Tax ID number (as applicable)
Joint Ventures	Valid Bus Lic Proof / submit current copy of AK business license or proof of submission (as applicable)
Offeror's Certification	Review & Agree to General Contract Provisions – Appendix A
Applicable Preference Certifications	Review Insurance Requirements
Conflict of Interest Disclosure	Personnel List
Minimum Qualifications	Statement of Qualifications

Proposal [Transmittal Phase 2 – 5]

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|---|----------------------------|
| <input type="checkbox"/> Title Page | Name: _____ (added) |
| <input type="checkbox"/> Table of Contents | Company: _____ |
| <input type="checkbox"/> Technical Proposal | Date: _____ |