

## Offeror RFP Checklist

This checklist is provided as a courtesy to offerors. It is the offeror’s responsibility to thoroughly read the RFP and meet all response requirements. This is not an exhaustive list of requirements needed for response to the RFP.

| RFP Section | Item   | <input checked="" type="checkbox"/>  |
|-------------|--|--|
| 1.01        | Offerors must submit three hard copies of their proposal, in writing, to the procurement officer in a sealed envelope.   | <input type="checkbox"/>   |
| 1.05        | Proposed travel scheduled for key resources  | <input type="checkbox"/>   |
| 1.15        | If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.   | <input type="checkbox"/>   |
| 1.16        | If submitting a proposal as a joint venture, the offeror must submit a copy of the joint venture agreement.  | <input type="checkbox"/>   |
| 2.01        | Proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP  | <input type="checkbox"/>   |
| 2.08        | Prior Experience   | <input type="checkbox"/>   |
| 2.10        | A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.  | <input type="checkbox"/>   |
| 2.12        | Alaska Business License  | <input type="checkbox"/>   |
| 2.13 – 2.15 | If offeror is eligible for any of Alaska’s bidder preferences, they must attach a copy of their certification letter to the proposal.  | <input type="checkbox"/>   |
| 6.02        | Company information  | <input type="checkbox"/>   |
| 6.03        | Understanding of the Project   | <input type="checkbox"/>   |
| 6.04        | Project methodology  | <input type="checkbox"/>   |
| 6.05        | Overview of management methodology   | <input type="checkbox"/>   |
| 6.05        | Detailed transition plan   | <input type="checkbox"/>   |
| 6.06        | Organizational chart for project personnel.  | <input type="checkbox"/>   |
| 6.06        | Offeror must provide each person’s credentials and experience for each bulleted ‘desired skill’ and ‘minimum experience’ per the role descriptions in section 5.02<br>name<br>title<br>resume<br>narrative descriptions of previous work experience<br>professional references | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| 6.06        | Professional references  | <input type="checkbox"/>   |
| 6.07        | Submit a cost proposal as specified.   | <input type="checkbox"/>   |