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**RFP Response Completion Checklist**

Technical Proposal and Proposed Price files must be submitted in accordance with RFP instructions. The following checklist is to help the Proposer submit a complete package and must be submitted with their Proposal.

**Technical Proposal submit to:** [**fs202306jp.proposal@jud.ca.gov**](fs202306jp.proposal%40jud.ca.gov)

| **Submittal Item / Format** | **Submission Status** | **Document** | **Description** |
| --- | --- | --- | --- |
|  | **Attached** | **N/A** |  |  |
| A Single PDF File |[ ]   | Cover Letter/Letter of Interest | Cover Letter with Executive Summary (described below) that includes the legal name of the Proposer, address, telephone, email address, and the name, title, and signature of the person(s) authorized to submit the Proposal on behalf of the Firm.  |
|  |[ ]   | Table of Contents | A Table of Contents of the material contained in the Proposal should follow the Executive Summary. |
|  |[ ]   | Attachment B1, Qualifications Questionnaire | Qualifications Questionnaire with all questions addressed  |
|  |  |  |  | Completed B11A) Project Experience1C) Class B, C-10, or C-46 License1E) EMR data2) Litigation Documentation4) Evidence that Insurance Requirements can be met5) Client References6) Experience7) Financials |
|  |[ ] [ ]  Attachment B2, Technical Expertise Forms BANCRO | Completed B2 BANCRO6) Site-specific project approach and plan for each site in the region9.2) Site Specific Performance Modeling output9.3) Bifacial Data |
|  |[ ] [ ]  Attachment B2, Technical Expertise Forms NCRO | Completed B2 NCRO6) Site-specific project approach and plan for each site in the region9.2) Site Specific Performance Modeling output9.3) Bifacial Data |
|  |[ ] [ ]  Attachment B2, Technical Expertise Forms SRO-1 | Completed B2 SRO-16) Site-specific project approach and plan for each site in the region9.2) Site Specific Performance Modeling output9.3) Bifacial Data |
|  |[ ] [ ]  Attachment B2, Technical Expertise Forms SRO-2 | Completed B2 SRO-26) Site-specific project approach and plan for each site in the region9.2) Site Specific Performance Modeling output9.3) Bifacial Data |
| A Single DOC File |[ ]   | Attachment F, Acceptance of Terms and Conditions | Signed Attachment F with required redlines |
| MS Excel File |[ ] [ ]  Attachment C1, Proposed Equipment Form BANCRO | Completed Attachment C1 BANCRO per directions in Attachment C1 BANCRO |
| MS Excel File |[ ] [ ]  Attachment C1, Proposed Equipment Form NCRO | Completed Attachment C1 NCRO per directions in Attachment C1 NCRO |
| MS Excel File |[ ] [ ]  Attachment C1, Proposed Equipment Form SRO-1 | Completed Attachment C1 SRO-1 per directions in Attachment C1 SRO-1 |
| MS Excel File |[ ] [ ]  Attachment C1, Proposed Equipment Form SRO-2 | Completed Attachment C1 SRO-2 per directions in Attachment C1 SRO-2 |
| A Single PDF File |[ ]   | Attachment G, General Certifications Form | Completed Attachment G |
| A Single PDF File |[ ]   | Attachment H, Darfur Certification Form | Completed Attachment H |
| A Single PDF File |[ ]   | Attachment I.1, Payee Data Record | Completed STD204 form: This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal. |
| A Single PDF File |[ ]   | Attachment I.2, Supplemental Payee Data Record | Completed STD205 form: Provides remittance address information if different than the mailing address on the Payee Data Record, for multiple remittance addresses, and additional Authorized Representatives of the Payee not identified on the STD 204. |
| A Single PDF File |[ ]   | Attachment J, Unruh Civil Rights Act & CA Fair Employment & Housing Act Certification | Completed Attachment J |
| A Single PDF File |[ ]   | Attachment K, Iran Contracting Act Certification | Completed Attachment K |
| A Single PDF File |[ ]   | Attachment M.1, DVBE Declaration | Completed Attachment M.1: For the Proposer to claim the DVBE incentive associated with this solicitation. |
| A Single PDF File |[ ]   | Attachment M.2, Bidder’s DVBE Declaration | Completed Attachment M.2: For the Proposer to claim the DVBE incentive associated with this solicitation. |
| A Single PDF File |[ ]   | Attachment Q, RFP Response Completion Checklist | Completed Attachment Q |

**Price Proposal submit to:** [**fs202306jp.cost@jud.ca.gov**](fs202306jp.cost%40jud.ca.gov%20%20%20)

| **Submittal Item / Format** | **Submission Status** | **Document** | **Description** |
| --- | --- | --- | --- |
|  | **Attached** | **N/A** |  |  |
| MS Excel File, A Single PDF File |[ ] [ ]  Attachment C2, Proposed Price Form BANCRO | Completed and signed Attachment C2 BANCRO. **The Excel file should match the PDF document exactly.** |
| MS Excel File, A Single PDF File |[ ] [ ]  Attachment C2, Proposed Price Form NCRO | Completed and signed Attachment C2 NCRO. **The Excel file should match the PDF document exactly.** |
| MS Excel File, A Single PDF File |[ ] [ ]  Attachment C2, Proposed Price Form SRO-1 | Completed and signed Attachment C2 SRO-1. **The Excel file should match the PDF document exactly.** |
| MS Excel File, A Single PDF File |[ ] [ ]  Attachment C2, Proposed Price Form SRO-2 | Completed and signed Attachment C2 SRO-2. **The Excel file should match the PDF document exactly.** |