# Attachment 13: Proposal Checklist

To assist Proposers and the JCC in verifying the completeness of the bid, Proposer will include this checklist with their proposal. A responsive Proposal shall consist of all the required items identified below. Mark the box to indicate each item submitted.

|  |  |
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| **Required Documents for Evaluation** | |
|  | Table of Contents - A table of contents including an index of the proposal contents and attachments. |
|  | Cover Letter |
|  | Evidence of Financial Solvency or Stability |
|  | Subcontractors’ Information and process to select qualified subcontractors if intended to subcontract any services |
|  | Technical Proposal |
|  | * Resumes of Key Staff Members (RFP Section 8.5 a) |
|  | * Three (3) Client References (Section 8.5 b) |
|  | * Proposed Method or work plan to complete the work (RFP Section 8.5 c) |
|  | Attachment 3 - Proposer’s Acceptance of Terms and Conditions and a red-lined version of the Terms and Conditions (Attachment 2) if exceptions are identified. |
|  | Attachment 4 - General Certifications Form |
|  | Attachment 5 - Darfur Contracting Act Certification |
|  | Attachment 6 - Payee Data Record Form |
|  | Certificate of Status with the Secretary of State of California or proof that the Proposer is in good standing in its home jurisdiction. |
|  | Attachment 7 - Iran Contracting Act Certification |
|  | Attachment 8 - Unruh Civil Rights Act and California Fair Employment and Housing Act Certification |
|  | Attachment 11 – DVBE Declaration form if the Proposer is itself a DVBE |
|  | Each DVBE that will provide goods and/or services in connection with the contract must complete the Attachment 12 - Bidder Declaration form |
|  | Attachment 13 – Proposal Checklist |
|  | Cost Proposal which is submitted separate from the Technical Proposal   * Cost proposal should include rate sheet for initial 2-year term and the three (3) consecutive 2-year option terms |