**RFP Response Completion Checklist**

| **Submittal Item / Format** | **Document** |  | **Description** | | **Submission to** |
| --- | --- | --- | --- | --- | --- |
| 1. A Single PDF File | Cover Letter/Letter of Interest | ☐ | Cover Letter/Letter of Interest with Executive Summary (described below) that includes the legal name of the Firm, address, telephone, email address, and the name, title, and signature of the person(s) authorized to submit the Proposal on behalf of the Firm. | | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| Table of Contents | ☐ | A Table of Contents of the material contained in the Proposal should follow the Letter of Interest/Executive Summary. | |
| Attachment B  Technical-Proposal-Qualifications-Questionnaire | ☐ | Qualifications and Proposal Form with all questions addressed and signed and dated proposal certification. | |
|  | Minimum Attachments shall include: | |
| ☐  ☐ | All items required in Attachment B  Class B or C-10 License | |
| ☐ | Evidence of Bonding Ability | |
| ☐ | Evidence that Insurance Requirements can be met | |
| ☐ | A Conceptual Layout of the PV, BESS, MG Facilities for each site. Proposed POCC location and interconnection approach. | |
| ☐ | A milestone schedule by site and a discussion of the portfolio phased approach | |
| ☐ | Client References | |
| ☐ | Example of Performance Reporting | |
| ☐ | Example of Monthly Billing | |
| ☐ | Provided Warranties | |
| ☐  ☐  ☐  ☐ | Optional Proposal Details  Geotechnical and seismic assumptions and approach  Constructability Issues  Material cost risk strategy | |
| Attachment Q | ☐ | Response Completion Checklist (this document in completed form) | |
| Attachment-F-RFP-FS-Acceptance-of-Terms-and-Conditions | ☐  **OR**  ☐ | Acceptance of Form of Contract and Terms and Conditions  Non-acceptance of Form of Contract and Terms and Conditions  Requires the addition of individual DOC files containing redline tracked changes for exceptions for EACH of the applicable documents as required by Attachment F: | |
| A Single DOC File | (if applicable as required by Attachment F) | | ☐ | Attachment D, Solar Power Purchase Agreement for Photovoltaic System | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| A Single DOC File | (if applicable as required by Attachment F) | | ☐ | Attachment N.1. Solar Equipment Lease | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| A Single DOC File | (if applicable as required by Attachment F) | | ☐ | Attachment E, Site License Agreement for Photovoltaic System in conjunction with SPPA | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| A Single DOC File | (if applicable as required by Attachment F) | | ☐ | Attachment N.2, Site License Agreement for use with Solar Equipment Lease | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| 2. A Single PDF File | Attachment-G-RFP-FS-2021-02-BD-General-Certifications | ☐ | The Proposer must complete the General Certifications Form and submit the completed form with its proposal. | | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| 3. A Single PDF File | Attachment-H-RFP-FS-2021-02-BD-Darfur-Certification | ☐ | The Proposer must complete this Certification Form and submit the completed form with its proposal. | | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| 4. A Single PDF File | Attachment-I.A-RFP-FS-2021-02-BD-Payee-Data-Record\_std204.pd | ☐ | STD204 form: This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal | | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| 5. A Single PDF File | Attachment-I.B-RFP-FS-2021-02-BD\_std205 | ☐ | STD205 form: This form is optional and is used to provide 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. | | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| 6. A Single PDF File | Attachment-J-RFP-FS-2021-02-BD-Unruh-Certification | ☐ | The Proposer must complete this Certification Form and submit the completed form with its proposal. | | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| 7. A Single PDF File | Attachment-K-RFP-FS-2021-02-BD-Iran-Certification | ☐ | The Proposer must complete this Certification Form and submit the completed form with its proposal. | | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| 8. A Single PDF File | Attachment-M.1-RFP-FS-2021-02-BD-DVBE-Declaration | ☐ | Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation. | | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| 9. A Single PDF File | Attachment-M.2-RFP-FS-2021-02-BD-DVBE-Bidder-Declaration | ☐ | Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation. | | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| 10. MS Excel File | Attachment C1 – Proposed Site Equipment Form | ☐ | Summary of proposed key equipment. | | [fs202107bd.proposal@jud.ca.gov](mailto:fs202107bd.proposal@jud.ca.gov) |
| 11. MS Excel File | Attachment-C2 - Proposed Price Quotation Form | ☐ | Cost Proposal, MS Excel format. A PDF of this file should be included. **The Excel file should exactly match the PDF document.** | | Email the Cost Proposal to:  [fs202107bd.cost@jud.ca.gov](mailto:fs202102bd.cost@jud.ca.gov) |