# **VENDOR PROPOSAL CHECKLIST**

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Eva	Evaluation Criteria			
So	licitation Number:Offeror:			
Δr	e all components of the proposal present?		RFP S	ection
•	Cover Page.			
•	Section A: Solicitation/Offer/Acceptance, Form AO 367.			
•	Section B: Supplies or Services and Offeror's Prices.			
•	Section K: Representations, Certifications, and Other Statements of Offeror.			
•	Attachment A: Certification of Compliance Statement.			
•	Attachment B: Background Statement.			
•	Attachment B: Background Statement Attachments – Monitoring Reports.			
•	Attachment B: Background Statement Attachments – Performance Sites.			
•	Attachment B: Background Statement Attachments – Business and/or Operating Licenses.			
•	Attachment B: Background Statement Attachments – Fire, safety and health codes.			
•	Attachment C: Staff Qualifications.			
•	Attachment D: Offeror's References.			
•	Did offeror provide the required number of copies?	Ľ		
<u>Se</u>	ction A: Solicitation/Offer/Acceptance, Form AO 367	RF	P <i>L.1,</i> S	ection /
•	Is form completely filled out (Blocks 8 through 15)?			
•	Is form signed and dated?			
•	Does the original, and additional copies, contain offeror's original signatures?	L		
<u>Se</u>	ction B: Supplies or Services and Offeror's Prices	RF	P <i>L.1,</i> S	ection
•	Are the Estimated Minimum Quantities (EMQs) correct?	Ļ		
•	Did offeror provide a response for every requested service item?	L		
•	Do prices appear reasonable for the services requested?	Ļ		
•	Did offeror mark "N/C" for any item offeror will provide without charge (if applicable)?	L		
•	Did offeror insert the letter "S" following the unit price indicating subcontractors (if applicable)?	L		
•	Did offeror propose firm-fixed prices and NOT sliding scale pricing?			

Did offeror propose firm-fixed prices and <u>NOT</u> sliding scale pricing? ٠

## Section K: Representations, Certifications, and Other Statements of Offeror

Is Section K complete? •

with PMD if necessary.

Does form include the Bidder's TIN number and authorized negotiator information? .

RFP L.1, Section K

## **VENDOR PROPOSAL CHECKLIST**

### **Evaluation Criteria**

### Attachment A: Certification of Compliance Statement

- Is Attachment A complete?
- Is form signed and dated?
- If offeror retyped Attachment A, is it worded exactly as the RFP?
- If offeror identified subcontractor(s), did they submit separate certification statement(s)?

### Attachment B: Background Statement

- Is Attachment B complete?
- Is form signed and dated?
- If offeror retyped Attachment B, is it worded exactly as the RFP?

### **Monitoring Reports Attachments**

- Did offeror provide monitoring reports for past 18 months?
- If offeror was unable to provide reports, did they expressly state so?
- Was the offeror rated satisfactory on all reports?
- If offeror was rated unsatisfactory, did offeror provide a corrective action resolution?

### Performance Sites Attachments

- Did offeror expressly state each performance site?
- Is site (are sites) within the catchment area?

#### **Business and/or Operating Licenses Attachments**

• Did offeror include copies of all applicable business and/or operating licenses?

### Federal, State and Local Fire, Safety and Health Code Attachments

• Did offeror provide proof of compliance with all safety and health codes?

#### **Attachment C: Staff Qualifications**

- Is Attachment C complete?
- Is form signed and dated?
- If offeror retyped Attachment C, is it worded exactly as the RFP?
- Did offeror certify that no proposed staff were under criminal investigation?
- Did offeror certify that no proposed staff have been convicted of sexual offenses?
- Did offeror certify that staff adhere to established ATSA ethics (sex-offense only)?
- Is program or staff certified by the State's Sex Offender Management Board (sex-offense only)?
- Did offeror list staff for every project code listed in Section B, by project code?
- Did offeror list all proposed subcontractor staff by project code?
- Are all listed staff qualified, as required in Section C?
- Did offeror list qualified supervisor(s) for paraprofessional staff?

A "No" answer does not automatically mean an offeror is technically unacceptable. No answers should be evaluated further and discussed with PMD if necessary.

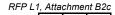
RFP I	L.1, At	tachm	nent A

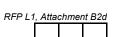
۲L.	1, Atta	achme	ent B1

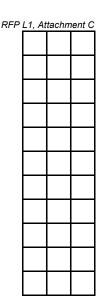
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## VENDOR PROPOSAL CHECKLIST

### **Evaluation Criteria**

### Attachment D: Offeror's References

- Did offeror provide a minimum of 3 references?
- Did offeror provide a name, address, contact person, & phone number for each?

### Amendments to Solicitations (If Applicable)

- Did offeror acknowledge receipt of amendment?
- Does offeror's proposal include all amended pages/sections?
- Did offeror sign and return the amended Section A, with amendment listed in Block 10?

### Submission, Modification, Revision, and Withdrawal of Offers

- Was offer/modification received in paper format?
- · Was offer/modification sent to the office specified?

### Cover Page

- Does offeror's cover page show the solicitation number?
- Does offeror's cover page include the offeror's contact information?
- Does offeror's cover page include a statement specifying the terms & conditions?
- Does offeror's cover page include the authorized negotiator's contact information?
- Is the offeror's cover page signed by the authorized negotiator?

### Submission, Modification, Revision, and Withdrawal of Offers

- Was offer received by the date & time specified?
- Did offeror propose to provide all required services?
- Did offeror submit offer in English and in US dollars?
- If a modification was submitted, was it requested or authorized by the CO?
- If a modification was submitted, was modification received before the closing date & time?
- If offer was withdrawn by the offeror, was withdrawal received before the closing date & time?

### **Offer Expiration Date**

• Is an award expected to be made before the offeror's expiration date in Section A, Block 8?

### Restrictions on Disclosure and Use of Data

- If offeror included data they do not want disclosed, did they provide a legend of restricted data?
- If offeror included data they do not want disclosed, did they mark each page of restricted data?

RFP L.	1, Attachi	ment D

Y N N/A

RFP L.2(b)		

RFP L.2(c)		

RFP L.2(C)(2)			

RFP L.2(c)(3)		

RFP L.2(d)				

	RFP L.2(e)		
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