

**Template T-6**

**IFB Response Checklist**

**IFB No: SSD-CCWIS-24-07A**

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## 1.0 Bidder Response Checklist

The FODQA bidder must complete the following tables to verify that all the IFB response requirements have been completed as instructed. The FODQA bidder must provide specific references to bid locations (e.g., section and page numbers) for each Template included. During the evaluation process, DHS will perform an initial review of the bids to confirm these are included. If the items identified in this checklist are not included, the bid may be disqualified.

**Instructions:** Complete the following Table. Do not change any of the completed cells. Any changes to the completed cells could lead to the disqualification of the bid.

**Table 1. Bidder General Requirements**

BID RESPONSE ITEM	COMPLETED AND PROVIDED AS INSTRUCTED?	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FODQA bid is received by date and time specified in the IFB	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Minimum Mandatory Requirements – The FODQA bidder has documented proof that it meets the minimum mandatory requirements outlined in the IFB.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Table 2. Bidder Package 1 Checklist**

SECTION / TEMPLATE	BID RESPONSE ITEM	COMPLETED AND PROVIDED AS INSTRUCTED?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
C-1	Cost Workbook	YES <input type="checkbox"/>	NO <input type="checkbox"/>
T-1	Cover Letter and Executive Summary	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Template T-1 includes a completed Offerors Form (OF-1) signed by an individual authorized to legally bind the FODQA bidder	YES <input type="checkbox"/>	NO <input type="checkbox"/>
T-2	Bidder Experience	YES <input type="checkbox"/>	NO <input type="checkbox"/>
T-3	Bidder Organization and Staffing	YES <input type="checkbox"/>	NO <input type="checkbox"/>
T-4	Staff Experience	YES <input type="checkbox"/>	NO <input type="checkbox"/>
T-5	Bid and Contracting Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>
T-6	IFB Response Checklist	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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