

Optional HRSP Proposal Submission Checklist

	Single PDF file submitted (unless HlePRO requires multiple attachments)
	Correct file naming format: CompanyName_HRSP_Proposal.pdf
	All proposal sections named and included in required order
	Cover Letter signed by authorized representative
	Company Background included
	Technical Proposal completed
	Sample Work attached
	Cost Proposal completed with detailed budget and justification
	Confidential information clearly marked (if applicable)
	Adobe-readable file verified before upload