

Offer Checklist

Offeror must address ALL sections and attachments and provide the information and documentation as required in the table below.

No.	Description	Reference in RFP	Completed
1	Offer Checklist – submittal of checklist with all items checked “completed.”	Offer Checklist	<input type="checkbox"/>
2	Offer Form OF-1 - Completed and signed NOTE: Ensure that company name submitted in HlePRO matches company name on OF-1.	Attachment C Offer Form OF-1; Section 9.4 Proposal Preparation	<input type="checkbox"/>
3	Statement of Eligibility	Attachment C-1, Statement of Eligibility	<input type="checkbox"/>
4	Table of Contents	Section 4.4 Required Format and Content #4 Table of Contents	<input type="checkbox"/>
5	Executive Summary, not to exceed one (1) page	Section 4.4 Required Format and Content #5 Executive Summary	<input type="checkbox"/>
6	Technical/Experience Submittal Questions Matrix	Attachment B-1 Submittal Questions Matrix (SQM)	<input type="checkbox"/>
7	Past Performance Submittal, not to exceed 2 pages (exclusive of references)	Section 7 Evaluation Criteria 2: Past Performance	<input type="checkbox"/>
8	Three (3) client references on Offer Form OF-2	Attachment C-2, Offer Form OF-2 References	<input type="checkbox"/>
9	Price Submittal	Attachment C-3, Cost Proposal Form	<input type="checkbox"/>