

Submittal Checklist & Required Attachments

Attachment 1 - RFQ Submission Checklist

Complete this checklist to confirm the items in your quote. Place a check mark or “X” next to each item that you are submitting to the State. For your quote to be responsive, all attachments must be included in your quote submission. **Email completed quote submission to the RFQ Contact:**
Kristin.Phillippon@Wildlife.ca.gov

- ☐ Attachment 1. RFQ Submission Checklist
- ☐ Attachment 2. Quote Sheet
- ☐ Attachment 3. Payee Data Record (STD 204)
- ☐ Attachment 4. Contractor's Certification Clauses
- ☐ Attachment 5. Darfur Contracting Act Certification
- ☐ Copy of Valid California Business License

Company Contact Information:

1. **Company Name:**
2. **Telephone Number:**
3. **Email Address:**
4. **Address:**
5. **Contact Name (Print):**
6. **Title:**
7. **Are you certified with the Department of General Services, Office of Small Business and DVBE Services (OSDS) as:**
 - a. **California Small Business, Yes/No _____ If yes, enter certification number:**
 - b. **Disabled Veteran Business Enterprise Yes/No _____ If yes, enter certification number:**

NOTE: A copy of your Certification is required and MUST be included if either of the above items are checked “Yes”.