# Proposal Checklist – Printer Consumables 697DCK-25-R-00368

This attachment is **not required** to be returned and should only be used by the Offeror's in the development of their proposals. This checklist is for informational purposes only and if items are not included on this list but required by the solicitation, the documentation required by the solicitation is still required. See the Solicitation for more information on what documentation is required.

| **Required Items** | |
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| **Volume I - Business Proposal:**<br><br>• Cover Letter must include a statement that no exceptions are taken to any specification requirements or contract terms and conditions or list a detailed summary of all exceptions taken.<br>• **Signed SOLICITATION, OFFER, AND AWARD FORM** (Blocks 14 A, B, C & 15, 16, 17 and 13 if amendments are issued) **Section K, REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF BIDDERS**<br>• Small Business certification from Small Business Administration | |
| **Volume II - Technical Proposal:**<br><br>• **Factors 1 - 4**<br>• **Factor 5: Past Experience** Information (Attachment 3)<br>  • Offerors must use Attachment 3, Past Experience Information Sheet, to provide at least two (2) current or completed contract examples.<br>• **Factor 6: Past Performance** CPAR's or Questionnaire (PPQ) (Attachment 4)<br>  • Offerors must submit at least two (2) Contractor Performance Assessment and Reporting System (CPARS) evaluations of the Past Performance references in response to the SIR. If CPARS evaluations are not available, offerors must submit at least two (2) Past Performance Questionnaires (PPQ) forms, which are attached to the SIR (Attachment 3).<br>  • Offerors / respondents must return the completed CPAR's and/or Questionnaire's to Kay F. Morello at Kay.F.Morello@faa.gov and Stephen.young@faa.gov before the SIR due date **9/21/2026 at 5:00 PM ET.** | |
| **Volume III** - **Price Proposal:**<br><br>• Provide submission of a price proposal utilizing SIR Attachment 2 - Pricing Model Evaluation Worksheet | |