

PROPOSAL SUBMISSION CHECKLIST

In order to be deemed responsive, a proposal package must contain all of the items identified below as required; optional attachments that are not applicable do not need to be included. The Proposer must complete this checklist to confirm the items contained in the proposal submission by marking the boxes next to the items included.

ADMINISTRATIVE REQUIRED DOCUMENTATION		
Included	Number	Name
☐	1	RFP Proposal Cover Letter
☐	2	RFP Proposal Checklist
☐	3	SB/DVBE Certification, if applicable
☐	4	Proof of active status with the California Secretary of State (Current Certificate of Status or copy of Entity Detail page from SOS Business Search); or an affidavit of good standing with the state in which the business resides
☐	5	Narrative Response – Mandatory Contractor Qualifications
☐	6	Narrative Response – Desirable Contractor Qualifications
☐	7	Exhibit A- 2 - Business Requirements Matrix
☐	8	Exhibit A- 3 - Technical Requirements Matrix
☐	9	Resume(s) for each proposed Candidate
☐	10	Staff Qualifications and Score Sheet, Attachment 1
☐	11	References for both Contractor and each proposed candidate, Attachment 2
☐	12	Bidder Declaration Form (GSPD-05-105), Attachment 3
☐	13	Payee Data Record (STD 204) and Supplemental Payee Data Record, Attachment 4
☐	14	Disabled Veteran Business Enterprise Declarations (STD. 843), Attachment 7
☐	15	California Civil Rights Laws Certification, Attachment 10
☐	16	Completed Exhibit B-1, Cost Workbook
☐	17	Target Area Contract Preference Act (TACPA) request form (STD. 830), Attachment 11 and TACPA Bidder's Summary form (DGS PD 526), Attachment 13
☐	18	IRAN Contracting Act Certification, Attachment 12
☐	19	STD 1000 GenAI Reporting and Fact Sheet

REQUIRED DOCUMENTATION UPON CONTRACT INTENT TO AWARD	
Included	Name
☐	Confidentiality & Non-Disclosure Agreement Form, Attachment 6
☐	Certificate of General Liability Insurance
☐	Proof of Worker's Compensation Liability Insurance (or letter explaining why it is not included at this time)
☐	Proof of Automobile Liability Insurance (or letter explaining why it is not included at this time)
☐	Proof of Professional Liability Insurance