

REQUEST FOR PROPOSALS CHECKLIST
RFP #Y14-500-ZM, REGIONAL PUBLIC SAFETY INSTITUTE FEASIBILITY STUDY

Proposers should use the following proposal checklist as a guide to assist in their proposal submittal. This checklist is intended to be used as a tool to assist Proposers, but is not a substitute for Proposers' obligation to read and understand the provisions of the Request for Proposals. Additional items may be required to be submitted by the terms of the Request for Proposals which are not listed below:

Sealed and Labeled Envelope

The envelope or box shall be labeled with the RFP number, date of opening and name of proposer (See RFP Page 3, Section 4, Sealed Proposals)

Original Proposal

One (1) tabbed Proposal marked "Original" (See RFP Page 2, Paragraph 2, Instructions to Proposers and Page 11, Proposal Format)

- Qualification of Staff
- Qualifications of Firm
- Technical Approach
- Price Proposal Form supplemented with an itemized listing of tasks and the associated hourly rates.
- Employment Data, Schedule of Minorities and Women
- Schedule of Subcontracting - M/WBE Participation Form with letters of intent
- Schedule of Subcontracting – Service Disabled Veterans Form with letters of intent
- Location Form
- Conflict of Interest Form
- Orange County Specific Project Expenditure Report (Notarization Required)
- Relationship Disclosure Form (Notarization Required)
- Authorized Signatories/Negotiators Form
- Drug-Free Workplace Form
- Verification of Employment Status (E-verify)
- Agent Authorization Form
- Leased Employee Affidavit

If any of the above forms are not applicable to your proposal please mark the form "N/A" and fill out the company name only.

Proposal Copies

Eight (8) full tabbed copies of the original proposal including any attachments or CDs all marked "Copy" (See RFP Page 2, Paragraph 2, Instructions to Proposers)

Draft Contract

Any exceptions or modifications to the standard contract shall accompany your proposal. (See RFP Page 6, Section 7, Draft Contract)