**Proposer’s Checklist**

**Form Instructions:**

1. This form shall be completed by marking the check boxes shown below. By marking these boxes you are acknowledging compliance with these items. Omission of any of the below may cause rejection of the Proposer’s Proposal.
2. Fill out the Company Name.
3. Print the name of the representative authorized to legally bind the company.
4. Provide the signature of the individual authorized to legally bind the company.
5. Date the form.
6. Submit the form as instructed in Section 2.4 Proposal Organization and Format.

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| --- | --- |
| [ ]  Have read and understand | Section 1 General Information including, but not limited to:* Section 1.2 Current State and Background
* Section 1.3 Future State: Project Scope and Objectives
* Section 1.10 Contract Term
* Section 1.12 No Obligation to Contract
 |
| [ ]  Have complied with all requirements | Section 2 Preparing and Submitting a Proposal including, but not limited to:* Section 2.3 Submitting the Proposal;
* Section 2.4 Proposal Organization and Format.
 |
| [ ]  Have read, completed, and signed (where applicable) the following forms | * TRANSMITTAL LETTER
* FORM A – Proposal Checklist (this form)
* FORM B – Mandatory Proposer Qualifications
* FORM C – Subcontractor Information
* FORM E – ETG0003 Designation of Confidential and Proprietary Information
* FORM G – DOA-3261 Request for Proposal
* FORM H – DOA-3477 Vendor Information
* FORM I – DOA-3478 Vendor References
* Current Form W-9 Request for Taxpayer Identification Number and Certification
* FORM G – DOA-3261 Request for Proposal
 |
| [ ]  Have read and understand | Section 3 Proposal Selection and Award Process |
| [ ]  Have read and understand | Section 4 Mandatory Proposer Qualifications |
| [ ]  Have read and understand | Section 5 Program Specifications |
| [ ]  Have complied with all requirements | Section 6 General Questionnaire |
| [ ]  Have complied with all requirements | Section 7 Technical Questionnaire |
| [ ]  Have complied with all requirements | Section 8 Cost, Data and Network Submission Requirements Proposal including, but not limited to:* Submission of signed FORM F - ETG0003 Non-Disclosure Agreement (NDA) per the instructions;
* Submission of a signed FORM D – Proposer Verification of Data Submission to the Board’s Consulting Actuary per the instructions;
* Submission of all Section 8.8 Attachments to the Board’s actuary.
 |
| [ ]  Have read and understand | Section 9 Contract Terms and Conditions  |

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| --- | --- |
| Company Name: |       |
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|       |  |  |
| Authorized Printed Name |  |  |
|  |  |  |
|  |  |       |
| Authorized Signature |  | Date |