

Exhibit 2 - Bidder Checklist

This Checklist is for Bidder's use in confirming Proposal documents are Responsive to Administrative Requirements.

- Proposal was submitted via email with all required attachments (in Microsoft Word, Excel or Adobe PDF formats and named as specified in RFP) by or before the "Bidder Proposals Due Date" in *RFP Section 2 Key Events and Dates*.
- The *Letter of Submittal* must be included in the electronic submittal AND sent in hard copy. The *Letter of Submittal* must be on Bidder's letterhead, signed by an individual authorized to bind the Proposer to a contractual relationship, e.g., the President or Executive Director of a corporation, the managing partner of a partnership or the sole proprietor.
- Attachment A – Bidder Profile and Minimum Qualifications.*
- Attachment B – Representations, Certifications and Assurances* are signed by an authorized individual. Must be included in the electronic submittal AND sent in hard copy.
- Attachment C – Bidder Proposal Responses*
- Attachment D – Functional and Technical Requirements.*
- Attachment E – Bidder Experience and References*
- Attachment F – Price Proposal*
- Attachment G – Proposed Contract Revisions*

Be sure that any separate documents requested/required by any Attachment question are also included.

Each proposal item must be completed in compliance with RFP instructions and submitted via email using the naming conventions for email, file names and file formats as specified in RFP section 4.3, by the "Bidder Proposals Due Date" deadline specified in *RFP Section 2 Key Events and Dates*.