

**Appendix H**  
**Proposal Submission Checklist**  
**To Competitive Procurement for**  
**ERP SaaS Procurement Assistance Services**  
**OFM 19-200**

This checklist is provided as a convenience only to assist Bidders in meeting the submission requirements of the Competitive Procurement stated above.

Ref #	Competitive Procurement Section	Response Type	Submitted with Proposal?
2.0	Administrative Requirements		
2.1	Competitive Procurement Coordinator	M	
2.2	Schedule of Procurement Activities	M	
2.12	Letter of Submittal	M	
2.13	Bidder Certification and Assurances Form (Use Appendix A)	M	
2.15	Holdback	M	
2.16	Sample Contract Response (Use Appendix B-1)	M	
2.17	Current or Former State Employees	M	
2.18	Prior State Contracts	M	
2.19	Prior Contract Performance	M	
2.20	Diversity Participation-Small Business and Veteran-Owned Business Participation Goals	M	
2.23	Insurance	M	
2.24	Workers' Compensation Coverage	M	
2.25	Format of Proposals and Proposal Contents	M	
	➤ One (1) hard copy of the Letter of Submittal and signed Certifications and Assurances (Appendix A to this CP) via US Mail or courier service;	M	
	➤ One (1) electronic copy (via e-mail) of the response to: 1) Administrative Requirements, including the Letter of Submittal and signed Certifications and Assurances (Appendix A to this CP); and 2) ERP SaaS Procurement Assistance Services Requirements Response.	M	
	➤ One (1) electronic copy (via e-mail) of the Price Proposal that includes:	M	

	<ol style="list-style-type: none"> <li>1) Statement of Work 1- ERP SaaS Procurement Assistance Services Consultants;</li> <li>2) Statement of Work 2- ERP SaaS Procurement Assistance Services; and</li> <li>3) Rate Card using the response template in Appendix G, Rate Card Response Template.</li> </ol>		
3.0 Scope of Work			
3.1	Responsibilities	M	
3.2	ERP SaaS Procurement Assistance Services Firm Staffing	M	
3.3	Additional Expectations	M	
4.0 ERP SaaS Procurement Assistance Services Requirements			
4.1	Minimum Qualifications of the ERP SaaS Procurement Assistance Services Firm	M	
4.2	ERP SaaS Procurement Assistance Services Expertise and Approach (MSCOR)		
4.2.1	Bidder Overview	M	
4.2.2	Subcontractor Overview	M	
4.2.3	Public Sector Practice	MS	
4.2.4	ERP SaaS Procurement Assistance Philosophy and Relationship Approach	MS	
4.2.5	Staffing Approach	MS	
4.2.6	Statements of Work Response		
4.2.6.1	SOW 1 - ERP SaaS Procurement Assistance Service Consultants	MS	
4.2.6.2	4.2.6.2 SOW 2 – ERP SaaS Procurement Assistance Services	MS	
4.3 Pricing Proposal			
4.3.1	Statement of Work 1: ERP SaaS Procurement Assistance Services Consultants Pricing (Use Appendix C.1)	MS	
4.3.2	(Use Appendix C.1)		
4.3.3	Rate Card (Use Appendix G)	MS	