

Exhibit D
BIDDER CHECKLIST – RFQ 18-1800

This Checklist is for Bidder’s convenience to confirm Proposal documents. Bidder is responsible to follow all instructions within this RFQ.

- 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 Responses Due Date” in Section 2, Estimated Schedule for Procurement Activities
- The *Letter of Submittal* 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; and any requirements listed in Section 3.1, Letter of Submittal.
- Exhibit A – Bidder Certifications and Assurances* - signed by an authorized individual
- Exhibit B – Wage Theft Prevention Certification* – signed by an authorized individual
- Exhibit C – Proposed Contract*
- Exhibit C1– Proposed Contract Issues List (companion document based on Exhibit C – Proposed Contract)*
- Exhibit D – This Bidder Checklist*
- Attachment A - Statement of Work & Timeline (Bidder Create)*
- Attachment B - Project Requirements (Bidder shall update this document)*
- Attachment C – Proposed Resources (Bidder shall update this document and attach resumes)*
- Attachment D – Bidder Evaluation Pricing Worksheet – (submit this document both an Excel and PDF version)*
- Attachment E – Bidder’s References (Bidder shall update this document)*
- Appendix A – Environment Information*
- Appendix B – File Structure Outline*

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