

**Exhibit D**  
**BIDDER CHECKLIST – RFQ 19-500**

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

- Validate Proposal was submitted via email with all required attachments before the “Bidder Responses Due Date” in Section 2, Estimated Schedule for Procurement Activities
- 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 A1 – Bidder Qualifications* - signed by an authorized individual
- Exhibit A2 – Bidder Certifications and Assurances* - signed by an authorized individual
- Exhibit B – Wage Theft Prevention Certification* – signed by an authorized individual
- Exhibit B2 – Workers’ Rights Certification* – signed by an authorized individual
- Exhibit C – Proposed Contract (optional – do not send contract redlines without Exhibit C1)*
- Exhibit C1– Proposed Contract Issues List (required)*
- Exhibit D – Bidder’s Checklist*
- Attachment A – Bidder Response to Ethernet Performance & Service Requirements*
- Attachment B – Bidder Evaluation Pricing Worksheet (Must submit using MS Excel)*

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