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.