

MANDATORY REQUIREMENTS AND REASONS FOR DISQUALIFICATION

The Departments will only evaluate proposals that meet the mandatory requirements defined in Part 1 of this addendum and are not subject to disqualification for the reasons listed in Part 2.

PART 1: MANDATORY REQUIREMENTS CHECKLIST

Bidders are expected to confirm review of their proposal against the Mandatory Requirements for this RFP by initialing in the space provided. The Departments will make the final determination as to whether Mandatory Requirements have been met.

Bidder	Departments	Mandatory Requirements
AS		1. Bid Proposal security as specified in the Special RFP Terms.
AD		2. Bid Proposal received by the due date and time as specified in Special RFP Terms. (RFP Section 3.2.(9))
AS		3. Bid Proposal acknowledges receipt of the Departments' amendments to the RFP. (RFP Section 3.2(10))
AS		4. Bid Proposal format meets RFP preparation requirements. (RFP Section 3.3(1))
AS		5. Transmittal Letter with all required content/information. (RFP Section 3.3(2)(a))
AS		6. Acceptance of terms and conditions stipulation. (RFP Section 3.3(2)(a)(3))
AS		7. Table of Contents. (RFP Section 3.3(2)(b))
AS		8. Executive Summary. (RFP Section 3.3(2)(c))
AS		9. Background information with all required content/information. (RFP Section 3.3(2)(d))
AS		10. Bid Proposal is fully responsive and able to meet the service requirements. (RFP Section 3.3(2)(e))
AS		11. Experience information with all required content/information. (RFP Section 3.3(2)(f))
AS		12. Personnel information with all required content/information. (RFP Section 3.3(2)(g))
AS		13. Financial information with all required content/information. (RFP Section 3.3(2)(h))
AS		14. Termination, litigation and investigation information. (RFP Section 3.3(2)(i))
AS		15. Submission of RFP Attachments. (RFP Section 3.3(2)(j))
AS		16. Cost proposal with all required content/information. (RFP Section 3.3(3))
AS		17. Bid Proposal contains all signatures, certifications, authorizations, stipulations, disclosures or guarantees required in the RFP.

AS

Signature of Authorized Representative for Bidder Initials

Sam Donaldson

Printed Name

Signature of Agency Representative

Initials

Printed Name