# APPENDIX I: PROPOSAL SUBMITTAL CHECKLIST AND PROPOSAL FORMS

**THE SUBMITTALS AND FORMS REFERENCED BELOW IN RED ARE MANDATORY. ANY PROPOSER THAT (A) FAILS TO INCLUDE ALL OF THE MANDATORY SUBMITTALS OR (B) FAILS TO USE THE MANDATORY FORMS WILL BE AUTOMATICALLY DISQUALIFIED FROM CONSIDERATION FOR AN AWARD.**

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| --- | --- | --- | --- |
| **TAB #** | **DESCRIPTION** | **FORM** | **✔** |
| **TAB 1** | **Cover Letter**  |  |  |
| **TAB 2** | **Proposal Signature Page - *Mandatory*** | **FORM 1** |  |
| **TAB 3** | **Equipment and Service Proposal, including Project Plan and Deployment Schedule - *Mandatory*** |  |  |
| **TAB 4** | **Price Proposal - *Mandatory Form*** | **FORM 2** |  |
| **TAB 5** | **Non-Collusion Affidavit - *Mandatory*** | **FORM 3** |  |
| **TAB 6** | **Proposal Bid Bond (15%) - *Mandatory*** |  |  |
| **TAB 7** | **Proposer Questionnaire** | **FORM 4** |  |
| **TAB 8** | **Corporate Resolution** (Authorizing signer to execute proposal and enter into a binding contract on behalf of the corporation.  |  |  |
| **TAB 9** | **Proposer Experience History**  | **FORM 5** |  |
| **TAB 10** | **Proposer References (3 Minimum)**  | **FORM 6** |  |
| **TAB 11** | **Designation of Subcontractors**  | **FORM 7** |  |
| **TAB 12** | **Certificate of Insurance Coverage** | **FORM 8** |  |
| **TAB 13** | **Recent Legal Actions** |  |  |
| **TAB 14** | **Service Level Agreement**  |  |  |
| **TAB 15** | **(A) Bidders Registry - Eligibility Certificate and (B) PRITS Technology Provider Registration** |  |  |
| **TAB 16** | **W-9 (IRS)** |  |  |
| **TAB 17** | **Financial Statements for 3 years** |  |  |
| **TAB 18** | **Joint Venture Documentation (If Applicable)** |  |  |