# Attachment 18 - RESPONSE CHECKLIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RFP Reference Section** | | **Response Included** | | **Location of Response** |
| **Yes** | **No** |
| One original and two copies of the Proposal | |  |  |  |
| If confidential treatment requested, one (1) Public Copy with Confidential Information Excised | |  |  |  |
| **Technical Proposal:** | |  |  |  |
|  | Transmittal Letter |  |  |  |
|  | Title Page |  |  |  |
|  | Table of Contents |  |  |  |
|  | Executive Summary, including statement that Respondent has read Scope of Work and agrees to and understands services/goods being solicited |  |  |  |
|  | Mandatory Requirements, including firm proposal guarantee per RFP cover sheet |  |  |  |
|  | Scored Specifications |  |  |  |
|  | Value-Added Services and Features |  |  |  |
|  | Certification Letter (RFP Attachment 9) |  |  | Proposal Attachment A |
|  | Authorization to Release Information (RFP Attachment 10) |  |  | Proposal Attachment B |
|  | Form 22 — Request for Confidentiality (RFP Attachment 8) |  |  | Proposal Attachment C |
|  | Acceptance/Exceptions to Terms and Conditions (RFP Attachment 11) |  |  | Proposal Attachment D |
|  | Functional Specifications Matrix (RFP Attachment 3) |  |  | Proposal Attachment E |
|  | Technical Specifications Matrix (RFP Attachment 15) |  |  | Proposal Attachment F |
|  | Respondent Qualifications (RFP Attachment 14) |  |  | Proposal Attachment G |
|  | Key Personnel (RFP Attachment 17) |  |  | Proposal Attachment H |
|  | Staffing Plan (RFP Attachment 16) |  |  | Proposal Attachment I |
| **Cost Proposal (RFP Attachment 4):** | |  |  |  |
|  | Cost Proposal |  |  | Cost Proposal |