

REQUEST FOR PROPOSAL

TECHNICAL REVIEW REQUIREMENTS

Technical Review Requirements	Check One	
	Yes	No
Attended mandatory bidders conference		
Approval of Statement of Qualifications (SOQ)		
Response to RFP submitted by deadline		
Correct proposal format in the following areas:		
<ul style="list-style-type: none"> • Properly completed RFP Title Page 		
<ul style="list-style-type: none"> • Proposal Narrative: <u>The total cannot exceed 30 pages (excluding Executive Summary, Service Flow Chart, Program Organizational Chart, and Proposed Performance Metrics)</u>. Label each section and applicable subsection with the section number and title. 		
<ul style="list-style-type: none"> • Properly completed and signed Proposal Affirmation, Certification, and Conflict of Interest 		

Proposal Format Requirements:

<ul style="list-style-type: none"> • Font: 12 Point Times New Roman 		
<ul style="list-style-type: none"> • Margins: One (1) inch (applies to all margins) 		
<ul style="list-style-type: none"> • Spacing: Double-spaced 		
<ul style="list-style-type: none"> • Proposal – One (1) electronic PDF copy on a USB flash-drive in a sealed envelope submitted correctly 		
<ul style="list-style-type: none"> • Attachments – The submission does <u>not</u> include any attachments that were not requested in the RFP 		

Revised 11.14.18