

ATTACHMENT E

Note to Proposers:

Complete and include this checklist with your submission (Section 5.7). Please list page or section where requirement is met where requested. All requirements below are pass/fail (Section 5): a proposal that does not demonstrate compliance will be deemed non-responsive and will not advance to competitive evaluation (Section 6.1).

Proposal Checklist

1. Submission, Format & Cover Material

✓	Requirement
☐	Meets all requirements of §4.3, Submission Logistics
☐	Meets all requirements of §5.1, Proposal Format (page limit, section order, PDF bookmarking)
☐	Meets all requirements of §5.2, Cover Material

2. Team Organization & Qualifications (§5.3)

✓	Requirement	Page / Section
☐	A named individual is assigned to every Required Project Function in Table 4, each meeting the stated minimum qualification	
☐	The team collectively demonstrates every Required Team Capability in Table 5	
☐	Provides remaining required information of §5.3 (Team Overview & Organization, Key-Personnel Table, Key Personnel Qualifications, Qualifications Matrix)	

Desired Team Capabilities in Table 6 are optional and do not affect responsiveness — not included in this pass/fail list.

3. Firm & Team Experience (§5.4)

✓	Requirement	Page / Section
☐	Exactly three comparable projects are provided, together satisfying all Table 7 criteria (§5.4)	
☐	Meets all remaining requirements of §5.4	

4. Planning Approach & Technical Judgment (§5.5)

✓	Requirement	Page / Section
☐	Meets all requirements of §5.5	

5. Delivery, Coordination & Quality Control (§5.6)

✓	Requirement	Page / Section
☐	Meets all requirements of §5.6	

6. Appendices

✓	Requirement	Page / Section
☐	Meets all requirements of Appendix A, Fee Proposal	
☐	Meets all requirements of Appendix B, Resumes	
☐	Meets all requirements of Appendix C, Legal & Contractual Disclosures <u>signed</u> where required, addenda accessed	
☐	This completed Proposal Checklist is included with the proposal (Appendix D)	

This checklist summarizes requirements stated elsewhere in the RFP. In the event of any discrepancy, the requirement text in the referenced RFP section governs.