

ATTACHMENT E

RFP Minimum Requirements Checklist

This form includes a list of all of the items that need to be included in your submittal. Some items listed on this form may not be required (shown below with an "N/A" option). For those items that are not listed in Section III, Part B of the RFP, check the "N/A" box. Refer to Section III, Part B of the RFP for a complete description of the items listed below. Review Section III, Part A of the RFP for the Submittal Formatting and Other Requirements, including the number of copies that need to be submitted.

Sub-Part 1 - Approach & Qualifications

- | | |
|---------------------------|---|
| 1. Letter of Interest | <input type="checkbox"/> |
| 2. Project Approach | <input type="checkbox"/> |
| 3. Qualifications | |
| (a) Experience Summaries | <input type="checkbox"/> |
| (b) Team Org Chart | <input type="checkbox"/> N/A <input type="checkbox"/> |
| (c) Addresses | <input type="checkbox"/> |
| (d) Prior Work Experience | <input type="checkbox"/> |
| (e) Work Sample(s) | <input type="checkbox"/> N/A <input type="checkbox"/> |
| (f) References | <input type="checkbox"/> |

Sub-Part 2 - Project Price

Attachment A	<input type="checkbox"/>
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Sub-Part 3 - Firm Responsibility Information

Attachment B	<input type="checkbox"/>
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Sub-Part 4 - Other Forms & Certifications

- | | |
|----------------------------|---|
| 1. Attachment C | <input type="checkbox"/> |
| 2. Attachment D | <input type="checkbox"/> |
| 3. Attachment E | <input type="checkbox"/> |
| 4. D/S/W/MBE Participation | |
| (a) 0% Statement | <input type="checkbox"/> N/A <input type="checkbox"/> |
| (b) Attachments F & G | <input type="checkbox"/> N/A <input type="checkbox"/> |
| 5. Attachment H | <input type="checkbox"/> N/A <input type="checkbox"/> |
| 6. Attachment I | <input type="checkbox"/> N/A <input type="checkbox"/> |

Responding Firm _____

Name & Title of Authorized Official _____

Signature of Authorized Official _____

Date _____