

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 ☐
Includes statement committing submittal for 90 days ☐
Includes point of contact information for questions ☐
2. Project Approach ☐
Includes Project Schedule ☐
3. Qualifications
 - (a) Experience Summaries ☐
 - (b) Team Org Chart ☐ N/A ☐
 - (c) Addresses ☐
 - (d) Time Availability for Key Personnel Form ☐
 - (e) Prior Work Experience / Past Performance
 - (i) Prior Work Experience / Past Performance Forms ☐
 - (ii) Work Sample(s) ☐ N/A ☐

Sub-Part 2 - Project Price

Attachment A ☐

Sub-Part 3 - Firm Information

Attachment B ☐

Sub-Part 4 - Other Forms & Certifications

1. Attachment C ☐
2. Attachment D ☐
3. Attachment E ☐
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"/>

Responding Firm _____

Name & Title of Authorized Official _____

Signature of Authorized Official _____

Date _____