

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 ☐ N/A ☐

(b) Attachments F & G ☐ N/A ☐

Responding Firm _____

Name & Title of Authorized Official _____

Signature of Authorized Official _____

Date _____