

### OFFEROR CHECKLIST

Offeror must address ALL sections and attachments and provide the information and documentation as required in the table below. **Submit this checklist with proposal.**

No.	Description	Reference in RFP	Completed
1	Offeror registered on HiEPRO	Reference Section 1.3.1	<input type="checkbox"/>
2	One PDF File to include: 1) Cover Page 2) Table of Contents 3) Cover Letter 4) Organizational Capacity 5) Professional Experience 6) 2023-2025 Long-Term Vision and Roadmap (narrative) 7) 2023 Brand Marketing Plan (BMP) 8) 2023 Incremental Funding Brand Marketing Plan 9) 2024 Brand Marketing Plan (BMP) 10) 2024 Incremental Funding Brand Marketing Plan 11) 2025 Brand Marketing Plan (BMP) 12) 2025 Incremental Funding Brand Marketing Plan	Reference Section 3.1.2	<input type="checkbox"/>
3	Four Excel Files to include: 13) 2023 Brand Marketing Budget Plan Worksheet (Attachment 1) 14) 2023 Incremental Funding Plan Budget Plan Worksheet (Attachment 2) 15) 2023 Performance Measures Worksheet (Attachment 3) 16) 2023 Incremental Funding Performance Measures Worksheet (Attachment 4) 17) 2023 Subcontractor References (Attachment 5) 18) 2024 Brand Marketing Budget Plan Worksheet (Attachment 6) 19) 2024 Incremental Funding Plan Budget Plan Worksheet (Attachment 7) 20) 2024 Performance Measures Worksheet (Attachment 8) 21) 2024 Incremental Funding Performance Measures Worksheet (Attachment 9) 22) 2024 Subcontractor References (Attachment 10) 23) 2025 Brand Marketing Budget Plan Worksheet (Attachment 11) 24) 2025 Incremental Funding Plan Budget Plan Worksheet (Attachment 12) 25) 2025 Performance Measures Worksheet (Attachment 13) 26) 2025 Incremental Funding Performance Measures Worksheet (Attachment 14) 27) 2025 Subcontractor References (Attachment 15)	Reference Section 3.1.2	<input type="checkbox"/>
4	One PDF File to include: 28) Offeror Check List (Attachment 16) 29) Proposal Transmittal Letter (Attachment 17) 30) Corporate Resolution (Attachment 18) 31) Standard Qualifications Questionnaire (Attachment 19) 32) Contractor References (Attachment 20) 33) 2023 Partnership Opportunities (Attachment 21)	Reference Section 3.1.2	<input type="checkbox"/>

	34) 2024 Partnership Opportunities (Attachment 22) 35) 2025 Partnership Opportunities (Attachment 23) 36) Certificate of Vendor Compliance or Proof of Application for CVC 37) Confidential Information List (if applicable) (Attachment 24)		
5	Conflict of Interest. If none, state so.	Reference Attachment 2	<input type="checkbox"/>
6	Certification of Non-Debarment. If none, state so.	Reference Attachment 2	<input type="checkbox"/>
7	Exceptions. If none, state so.	Reference Section 3.2.7 Reference Attachment 2	<input type="checkbox"/>