

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 be titled as “Offeror Name_Proposal Part 1” and to include: Cover Page Table of Contents Cover Letter Organizational Capacity Professional Experience 2023-2025 Long-Term Vision and Roadmap (narrative) 2023 Brand Marketing Plan (BMP) 2024 Brand Marketing Plan (BMP) 2024 Incremental Brand Marketing Plan 2025 Brand Marketing Plan (BMP) 2025 Incremental Brand Marketing Plan	Reference Section 3.1.2	<input type="checkbox"/>
3	Separate Excel/Word files to be titled individually as “Offeror Name_(insert tiles below)”: 2023 Brand Marketing Budget Plan Worksheet 2023 Performance Measures Worksheet 2023 2023 Subcontractor References 2024 Brand Marketing Budget Plan Worksheet 2024 Incremental Funding Plan Budget Plan Worksheet 2024 Performance Measures Worksheet 2024 Incremental Funding Performance Measures Worksheet 2024 Subcontractor References 2025 Brand Marketing Budget Plan Worksheet 2025 Incremental Funding Plan Budget Plan Worksheet 2025 Performance Measures Worksheet 2025 Incremental Funding Performance Measures Worksheet 2025 Subcontractor References	Reference Section 3.1.2	<input type="checkbox"/>
4	Separate PDF Files to be titled individually as “Offeror Name_Proposal Part 2” and to include: Offeror Check List Proposal Transmittal Letter Corporate Resolution Standard Qualifications Questionnaire Contractor References 2023 Partnership Opportunities 2024 Partnership Opportunities 2025 Partnership Opportunities	Reference Section 3.1.2	<input type="checkbox"/>

Attachment 14

	Certificate of Vendor Compliance or Proof of Application for CVC Confidential Information List - if applicable		
5	Conflict of Interest. If none, state so.	Reference Exhibit E	<input type="checkbox"/>
6	Certification of Non-Debarment. If none, state so.	Reference Attachment 15	<input type="checkbox"/>
7	Exceptions. If none, state so.	Reference Section 3.2.7	<input type="checkbox"/>