

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 HlePRO	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 2024-2025 Long-Term Vision and Roadmap (narrative) 2024 Brand Marketing Plan (BMP)	Reference Section 3.1.2	<input type="checkbox"/>
3	Separate Excel/Word files to be titled individually as “Offeror Name_(insert tiles below)”: 2024 Brand Marketing Budget Plan Worksheet 2024 Performance Measures Worksheet 2024 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 2024 Partnership Opportunities Certificate of Vendor Compliance or Proof of Application for CVC Confidential Information List - if applicable	Reference Section 3.1.2	<input type="checkbox"/>
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 5	<input type="checkbox"/>
7	Exceptions. If none, state so.	Reference Section 3.2.7	<input type="checkbox"/>