**Attachment 1**

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| **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 |  |
| 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 Destination Management Support Plan (DMSP)
9. 2023 Partnership Opportunities
 | Reference Section 3.1.2 |  |
| 3 | Four Excel Files to include: 10) 2023-2025 BMP Budget Plan Worksheets 11) 2023 BMP Performance Measures Worksheet 12) 2023-2025 DMSP Budget Plan Worksheets 13) 2023 DMSP Performance Measures Worksheet  | Reference Section 3.1.2 |  |
| 4 | One PDF File to include:14) Offeror Check List – Attachment 115) Proposal Transmittal Letter – Attachment 216) Corporate Resolution – Attachment 317) Qualifications Questionnaire – Attachment 418) Contractor References – Attachment 519) Subcontractor References - Attachment 6  (if applicable) 20) Certificate of Vendor Compliance or Proof of Application for CVC 1. 21) Confidential Information List (if applicable)
 | Reference Section 3.1.2 |  |
| 5 | Conflict of Interest. If none, state so. | Reference Attachment 2 |  |
| 6 | Certification of Non-Debarment. If none, state so. | Reference Attachment 2 |  |
| 7 | Exceptions. If none, state so. | Reference Section 3.2.7Reference Attachment 2  |  |