**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 1  15) Proposal Transmittal Letter – Attachment 2  16) Corporate Resolution – Attachment 3  17) Qualifications Questionnaire – Attachment 4  18) Contractor References – Attachment 5  19) 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 3.2.7  Reference Attachment 2 |  |