

**VENDOR CHECKLIST FOR COMPLETING THE RFP**

We realize there is a lot of information to cover with the Blanket Purchase Agreement; therefore, to ensure your bid will not be technically disqualified due to an incomplete package being received in our office, please review this list and make sure the procedures have been followed.

**NOTE: It is important that you read the entire Blanket Purchase Agreement (BPA) and that it is prepared in accordance with Section L – Instructions, Conditions, and Notice to Offerors.**

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- Did you sign the SOLICITATION/OFFER/ACCEPTANCE Form on the original and the copy?
- In Section B, Page(s) B-1 and B-2, of the BPA, under Unit Price, did you enter your best/lowest price for all required services for each year listed? If there is NO CHARGE on a particular service, please mark N/C.
- Did you complete Section J, Attachment J.1; and Section K, Pages K-1 and K-2?
- Did you attach the list of documents, exhibits, and other attachments as required in Section L, Pages L-3, L-4, L-10, L-11, L-12, and L-13?
- Did you provide a copy of your applicable business and/or operating licenses as required by State and local laws and regulations?
- Did you return the original BPA and one copy, along with your signed Solicitation/Offer/Acceptance form and any other information about your agency that was required in the BPA?
- You are not required to complete Section M.

**NOTE: The offeror is not required to submit Solicitation Sections C, D, E, F, G, H, and I as part of the proposal.**

-----**IMPORTANT**-----

Your Blanket Purchase Agreement package (in paper form only) **MUST** be received in the United States Probation Office, 125 Bull Street, Room 237, Savannah, Georgia 31401 **NO LATER THAN JULY 29, 2016, AT 4:00 PM.** Any packages received after that date **and time** are automatically disqualified and cannot be considered.