

VENDOR CHECKLIST FOR COMPLETING THE RFP

We realize there is a lot of information to cover with the Request for Proposal (RFP); 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 Request for Proposal and that it is prepared in accordance with Section L – Instructions, Conditions, and Notice to Offerors.

- Did you complete Page A-1, Sections 8-15, of the SOLICITATION/OFFER/ACCEPTANCE Form?
- In Section B, Page(s) B-1 and B-2, of the RFP, 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. *NOTE: You cannot add any services not listed on the RFP. Only those services listed in Section B will be procured.*
- Did you review Sections G, H, and I to ensure you are aware of what will be expected of you should you be awarded the contract?
- Did you complete Section K?
- Did you include the documents, exhibits, and other attachments as required in Section L and sign where indicated?
- Did you provide a copy of your applicable business and/or operating licenses as required by State and local laws and regulations?
- Did you review Section M so that you are fully aware of the evaluation criteria for your proposal and what will render it technically acceptable/unacceptable?
- Did you return the original RFP, along with your signed Solicitation/Offer/Acceptance form and all other information about your agency that is required in the RFP?

-----IMPORTANT-----

Your signed proposal package, including all required documents, MUST be received in the United States Probation Office, in Savannah, Georgia, NO LATER THAN 4:00 PM ON THE DATE SPECIFIED IN SECTION A.6 OF PAGE 1 OF THE RFP. Any packages received after that date and time, or in United States Probation Offices in cities other than SAVANNAH, are automatically disqualified and cannot be considered.