

### **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.**

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- 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 C, E, F, 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 **Sections A, B, K, L, and M**, 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.**