

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.

- Did you **originally sign** the SOLICITATION/OFFER/ACCEPTANCE Form on the original **and the two copies**?
- 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. *NOTE: You cannot add any services not listed on the BPA. Only those services listed in Section B will be procured.*
- Did you complete Section J, Attachment J.1; and Section K, Pages K-1 and K-2?
- Did you include the documents, exhibits, and other attachments as required in Section L, Pages L-3, L-4, L-10, L-11, L-12, and L-13 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 return the original BPA and two copies, along with your signed Solicitation/Offer/Acceptance form and all other information about your agency that is required in the BPA?
- 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? *NOTE: You are not required to complete or return Section M.*

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

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

Your Blanket Purchase Agreement package (in paper form only), including the required number of originally-signed copies as specified in Section A.6 of Page 1 of the RFP, 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.**